



Summer Camp Manager Job Description

Our Mission

Intercultural Montessori is a Dual Language Montessori School for students aged 2 years old to 8th Grade. Our unique program combines dual language education with the Montessori approach. We develop global citizens ready to succeed in the multicultural, multilingual world of the future. The school has two campuses, one in the West Loop Neighborhood of Chicago and the other in the heart of Oak Park. Our school is a diverse international community and a wonderful place to work!

Job Description

The primary focus of the Summer Camp Manager is to perform the planning and day-to-day administration of day camps. This individual must consistently demonstrate our core values of respect, commitment, capability, and a willingness to learn.

Responsibilities

- Consulting with stakeholders to determine camp requirements.
- Developing a camp curriculum with level-appropriate leisure and recreational activities.
- Planning daily camp activities and creating activity schedules.
- Presenting camp information to prospective clients, when required.
- Overseeing meals, as well as ensuring the overall wellbeing of campers.
- Managing the allocated budget, as well as ordering camp equipment and supplies.
- Modifying activities for campers with special needs.
- Ensuring safe practices and a healthy camp environment.
- Keeping records and documenting processes.
- In-depth knowledge of activity-related safety regulations, as well as health and sanitation requirements.
- Maintain a climate which nurtures and supports a learning environment.
- Ensure campers' safety during activities.

Qualifications:

- Two or more year's education experience working with either elementary or middle school children.
- Candidate must support and practice imaginative, engaging and learner-centered education and be able to work individually and collaboratively in team environment.
- Bachelor's degree in related field preferred
- Ability to prioritize multiple tasks
- Organized, self-motivated, and goal oriented
- Ability to work effectively with a team



- Outstanding written and verbal communication
- Fluency in Spanish, Japanese or Chinese Mandarin a plus

General Requirements for Personnel:

- Displays Cooperation and Teamwork
- Models Grace and Courtesy in all interactions
- Growth mindset and global curiosity
- Knowledge of Montessori or a willingness to learn
- Flexible, understanding and patient
- Prompt and reliable
- Responsive to email
- Sensitive to socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities of both students, staff and families.