



POSITION DESCRIPTION

TITLE: Lead Instructor/Camp Counselor

REPORTS TO: Executive Director

STATUS: Full-time, temporary; 40HRS/WK for 10 weeks

START DATE: June 19, 2023

COMPENSATION: \$25/HR

OVERVIEW

Rosie's Girls®, a program of Vermont Works for Women (VWW), is a one-week STEAM, trades, and career exploration camp for middle school girls* entering grades 6-8. This summer, HatchSpace is partnering with VWW to offer 1-4 weeks of Rosie's Girls where campers will be introduced to carpentry, a non-traditional career for their gender. Rosie's Girls delivers a hands-on learning experience in a supportive and empowering environment. In addition to technical experience, Rosie's Girls includes a research-based curriculum called "Power Skills" that supports campers in building their social/emotional skill sets. Rosie's Girls inspires youth to build confidence, develop connections with each other, and dream big about their futures.

**Rosie's Girls welcomes anyone who identifies as a girl regardless of assignment at birth, as well as youth who are non-binary or gender expansive who are comfortable in a girl-centered space.*

POSITION SUMMARY

Rosie's Girls® at HatchSpace will consist of one lead instructor and a small number of Counselors in Training (CITs). The teaching team will operate in a collaborative environment to support and supervise up to 8 campers in all program activities. The Lead Instructor is responsible for managing the overall flow of the camp week and each day, and plays an integral role in leading daily attunements, games, Power Skill activities, and closing reflections.

The Lead General Instructor is responsible for ensuring all necessary materials and props are available for games and Power Skills activities, that CITs are properly trained in the activities, and manages the daily schedule. The Lead Instructor supports the CITs in all shop/project blocks, helping campers complete their projects, providing oversight and ensuring safety at all times.

Position Description - Lead Instructor/Camp Counselor

January 12, 2023

RESPONSIBILITIES

- Create and maintain a safe, supportive, and encouraging learning environment for all participants
- Ensure sound risk management practices in every aspect of the program. Adhere to and implement the policies and procedures set forth by HatchSpace.
- Facilitate daily camp activities including games, Power Skills, openers and closers, and project support
- Support project workstations with all relevant manual and power tools for carpentry
- Provide basic training for Counselors in Training on all tools, materials and processes used
- Form positive and respectful connections with participants
- Act as a leader and mentor to CITs and program participants
- Work collaboratively with the entire team including Rosie's Girls, VWW, and HatchSpace management
- Communicate clearly and in a timely manner with participants, parents/guardians, and staff
- Attend Staff Training one week prior to camp

ABOUT YOU

Education and Experience

- 2+ years working with middle or high school-aged youth in any capacity
- Demonstrated interest in and knowledge of pre-adolescent and adolescent girls'/gender expansive youth's social and emotional development and issues facing this population
- Familiarity with and comfort responding to a variety of social justice and cultural issues (racism, classism, homophobia, transphobia, sexism, ableism, etc.)
- High level of energy and enthusiasm; able to engage campers and be "on" all day
- Strong time management skills, comfortable as a leader, ability to follow through on plans
- Experience using manual and/or power tools for carpentry; a strong desire to learn by doing

Requirements

- Ability to pass a criminal background check
- CPR and First Aid certification (can be obtained after hire)
- Ability to lead active, outdoor group activities and support CITs during shop/project time

SUCCESS FACTORS

The Rosie's Girls® team is a collaborative powerhouse; we seek instructors who are aware of their own strengths, can complement the skills of others, and are excited to try out new leadership roles. We're looking for candidates who say "That's me!" to any combination of the following:

- *A Games Genius:* You have all the best games up your sleeve. You can engage campers in an instant, inside or outside, to get the blood pumping or mellow out your crew.
- *A Jill of All Trades:* You love to build and create. You're savvy with power tools and understand how to give campers the tools they need to solve problems, not solving problems for them.
- *A Social Justice Maven:* You're committed to equity in education and our communities. You understand how to simplify complex social justice issues into digestible nuggets that help young people understand the world around them and expand their sense of what's possible.
- *A Relationship Master:* You have a knack for making meaningful connections with just about anyone. People are comfortable talking with you and you know how to help people connect with one another. You can break apart cliques, support campers in resolving their conflicts, help new and healthy friendships form, and give campers tools to support each other.
- *A Spontaneous Motivator:* You have a way of motivating and energizing others. You have ways of encouraging others to find the joy, excitement, and connection in activities and games. Even though you may spark interest, ultimately it's youth-driven problem solving that fires you up.
- *A Teacher-on-the-Fly:* You're a natural when it comes to public speaking and teaching. Standing up in front of a group to teach a lesson, giving quick instructions, and guiding group conversations are well within your comfort zone. Although you sometimes may be "wingin' it", no one can tell with your clear and concise syntax.
- *A Safety Patroller:* You're eager to try new things and encourage others to do the same though you approach situations with an eye for risk management. Through sound judgment and decision-making, you're able to help folks understand risks so they're not only able to use a power tool safely, but they're also able to make healthy decisions outside of your supervision.

Vermont Works for Women and HatchSpace are committed to creating a diverse and inclusive work environment that represents the vibrant community we serve. Candidates across all markers of identity and expressions (gender, sexualities, races, religions, ages, national origins, and abilities etc.) are highly encouraged to apply to this position. As Rosie's Girls® helps girls gain confidence through hands-on STEAM and trades related activities, we especially encourage people with identities that are underrepresented in STEAM to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ABOUT BUILD CAMP

Rosie's Girls BUILD at HatchSpace focuses on basic carpentry skill-building.

- Tools: Campers work with hammers, screw drivers, measuring tools, hand saws, chop saws, jig saws, and power drills. They can also learn to use orbital sanders, hand sanders, paintbrushes, wood burners and other hand tools used to finish or decorate their projects.
- Projects: Projects are designed to teach campers safe tool use, gain experience with different types and dimensions of lumber, and see projects through to successful completion. Examples include picture frames, toolboxes, foot stools, and campers' own designs.
- Materials: VWW provides a materials list and recommends seeking local donations.

SUMMER CAMP DATES

Camps will be offered at HatchSpace during the following dates this summer:

- June 26-30
- July 10-14
- July 24-28
- August 7-11
- *August 21-25 is a tentative backup if we're over-subscribed*

DAILY SCHEDULE

Each camp will host up to 8 girls. The daily camp schedule will look something like this:

- 8:00 - Daily prep meeting
- 8:30 - Campers arrive
- 9:00 - 10:00 - Games & Power Skill activity
- 10:00 - 11:30 - Design/Build block
- 11:30 - 12:30 - Lunch & Chill Time
- 12:30 - 1:00 - Games
- 1:00 - 3:30 - Design/Build block
- 3:30 - 4:00 - Closing & Reflections
- 4:00 - 4:30 - Pick Up, Debrief

NOTES

- Staff Training and Space Set Up (HatchSpace, 22 High Street, Third Floor)
- Camp Schedule: AM staff meeting and PM daily debriefs (M-F 8:00 am - 4:30 pm)
- Preference will be given to instructors who can work all weeks of a given program and/or both programs

Position Description - Lead Instructor/Camp Counselor

January 12, 2023

TO APPLY

Please send a thoughtful cover letter and resume to: hello@hatchspace.org. Be sure to tell us what experiences have prepared you to be an amazing camp counselor and a bit about your experience with woodworking.

Deadline to apply: March 1, 2023

Contact Lars Hasselblad Torres, Executive Director, at lars@hatchspace.org with questions. Visit www.vtworksforwomen.org and www.hatchspace.org to learn more about us.