



Job Profile

Job Title:	Summer Camp Associate
Department:	Academics
Reports to:	Director of Enrollment Management
Date:	4/7/25

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input type="checkbox"/>	Part-Time <input checked="" type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Summer Camp Associate helps lead and coordinate all aspects of the Camp Troubie and Camp Troubie, Jr. summer programs. The person in this position understands the strategic significance and direction of Camp Troubie as it relates to future enrollment and works closely with the Director of Enrollment Management and Enrollment Management Associate to ensure the efficient operation of Camp Troubie and Camp Troubie, Jr. This is a temporary, part-time position that runs from June 4, 2025 to July 18, 2025. The hours are 8:00 am to 1:00 pm daily except for June 30-July 3, 2025 when the hours are 8:00 am to 4:00 pm. There is no camp on June 19 or July 4, 2025.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Assist with Camp Troubie planning and administration from June 4, 2025 to July 3, 2025. Collaborate with the Director of Enrollment Management and Enrollment Management Associate in day-to-day camp operations.
- Support the Enrollment Management Associate in the oversight of Camp Troubie student counselors.
- Assist the Enrollment Management Associate in developing and leading the Camp Troubie Leadership Camp from June 30-July 3, 2025. Assist the Director of Enrollment Management and Enrollment Management Associate in developing and leading Camp Troubie, Jr from July 14-18, 2025. Support the Enrollment Management Associate in the oversight of Camp Troubie, Jr. student counselors.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:



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High School degree required, Bachelor's Degree or current college student preferred.

Job experience:

Experience in summer camps or elementary education preferred.

Technical/Functional skills:

- Strong communication and interpersonal skills.
- Strong organizational skills.

Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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