



## **POSITION FILLED**

### **Chinese Language and Culture Summer Camp**

#### **Camp Leader**

#### **Job Description**

SPIRAL International is looking for **camp leaders** for half-day summer camps between June 20 and August 5 2022. Camp leaders will be responsible for preparing and implementing activities; cultural instruction; monitoring and engaging students; and coordinating between parents, the site, and SPIRAL staff. All activity guides and materials will be provided. No knowledge of Chinese language or culture is required, although interest is preferred. Learn alongside the students!

#### **About Us**

Based in Burlington, SPIRAL International promotes knowledge, skills and understanding of Chinese language and culture through online classes, summer camps, and international exchange. SPIRAL has been providing educational opportunities to students and schools for over 11 years. We have longstanding school partnerships in the U.S. and China and we also serve homeschool communities and individual learners in New York, Florida, Vermont, Connecticut and California.

#### **Summer Program Description**

Our half-day summer camps, Have Fun with Chinese, integrate online language instruction with hands-on cultural learning and activities. Students will spend the first part of each day in a language lesson with one of our **online teachers**, while the second half of the session will be devoted to cultural exploration led by the **camp leader**. Each week will focus on a specific theme: learn about Chinese inventions and design, decorate, and fly your own Chinese kite; explore the traditions of the Chinese Lantern Festival, and create a paper lantern; uncover the meanings of the twelve Chinese zodiac animals and practice the ancient art of Chinese paper cutting to create your own cutout animal. All activities will offer students the opportunity to incorporate their newly-learned Chinese vocabulary and phrases. Camp leaders will work closely with the SPIRAL coordinator, and all necessary training will be provided.

## Location, Dates, and Times

Summer camps will tentatively take place during the following dates and times (contingent upon student registration):

**\*\*strong candidates will be available to work for at least three weeks**

- Locations: Frederick H. Tuttle Middle School (South Burlington); Williston Central School; Milton Elementary School
- Dates: 6/20-24; 6/27-7/1; 7/11-15; 7/18-22; 7/25-29; 8/1-5
- Times: half-day camps *either* 8:30 am – 12:00 pm; *or* 1:00 pm – 4:30 pm

## Essential Duties

The camp leader will be responsible for the daily set-up and clean-up; implementation of activities; student assistance and management; and communication. Essential duties include (but may not be limited to):

- Student Interaction and Management
  - Create a fun, supportive, and safe environment for all campers
  - Participate enthusiastically in all activities
  - Ensure campers are behaving appropriately and safely
  - Manage smooth transitions between activities
- Activity Implementation and Instruction
  - Follow provided activity guides to deliver clear and engaging activities
  - Set up and facilitate online language classes (make sure technology is running smoothly, provide classroom management for online teacher, etc.)
  - Lead students in short games and activities during breaks, transitions, etc.
  - Ensure students are participating and make necessary changes to activities to maximize student engagement
- Preparation and Planning; Site Management
  - Review daily activity guides and prepare necessary materials (all materials will be provided)
  - Set up computer and projector for online language class, load required websites, ensure all technology is working
  - Prepare backup activities in the event of a technology breakdown
  - Set up the room for each activity; ensure space is neat and organized at the end of each day
  - Make sure SPIRAL-provided materials and equipment are maintained and organized
- Communication
  - Maintain regular communication with SPIRAL coordinator, parents, and on-site staff
  - Facilitate any necessary communication between parents and SPIRAL coordinator

## Job Requirements and Preferences

- Experience and interest in working with groups of children
- Confident classroom management skills
- Clear communication skills
- Friendly, professional manner
- Enthusiasm, flexibility, ability to improvise
- Minimum 22 years of age (preferred)
- Reliable transportation to and from site
- Ability to pass background check
- Use of personal laptop for daily activities
- Ability to integrate basic technology into instruction (training provided)
- (Preferred) Knowledge of and/or interest in Chinese language and culture

### **Work Hours**

This is a part-time, temporary contractual position.

Weekly hours are:

20 hours onsite per week

5 hours preparation per week

A minimum 2-hour paid training will be provided prior to the beginning of the camp by SPIRAL personnel.

Please send a resume, cover letter, and any questions to Sydney at:

[programs@spiralinternational.org](mailto:programs@spiralinternational.org).