**Schooner Camp Summer Intern**

**Organization:** Gather New Haven (formerly-New Haven Land Trust), Schooner Summer Camp

 **Street Address:** 817 Grand Avenue, New Haven, CT 06511, office location 60 S. Water Street, New Haven, CT 06519, summer camp location Website: www.gathernewhaven.org

**Direct Supervisor:** Nikki Saccoccia, Camp Director Phone and Email: 203-562-6655, nikki@gathernewhaven.org

**Placement Dates**: late May through mid-August, we would work with the intern’s schedule to determine work levels and weeks

**Pay & Work Schedule:** this is an unpaid internship, flexible 20 hours per week in May/June, during camp in July/Aug, specific 37.5 hours/week 8:15am - 3:45pm or 9:30am - 5pm, M-F

**Organization Description:** Gather New Haven engages people in stewardship and cultivation of the land for a healthier community and environment. Schooner Camp, a premier program of Gather, provides summer day camp opportunities for Greater New Haven youth to engage and explore the Long Island Sound from shore and sea. Eighty campers per day, and 400 campers per summer learn about the environment around them at our Long Wharf Nature Preserve and learn to sail in the New Haven Harbor, while making friends and memories for a lifetime! Sixty-five teens are engaged in summer leadership training, and gain experience working with youth. Approximately 50% of campers are provided with full and partial scholarships to make sure our summer camp is available to as many families as possible.

**Work Summary:** This position would engage the fellow in the day to day operations of the summer day camp, under the direct supervision and support of the camp director. The intern will assist in all aspects of preparing for and running a summer camp. One focus would be on providing the extra needed support for the many families in our scholarship program, providing guidance to families in attending our camp, through daily communications, emails, letters, phone calls, etc... as well as direct interaction with parents and students before, during, and after their camp experience as a way to help ensure the success of all campers. But they would also be asked to complete many different tasks as needed.

**Work Description:** Schooner Camp engages over 200 families each summer in the scholarship program of our camp, to ensure open access for as many youth as possible. Scholarships are provided to families that are at or below the poverty line. Circumstances for scholarship families may result in a higher level of difficulty in engaging with our summer camp, in completing registration, providing the needed information and medical documentation required for attendance, in helping the child be prepared for camp, and in ensuring day to day attendance to the camp program.

Additionally, as a state licensed summer camp, we are further required to have certain information and documentation for children to attend our program. These rules prohibit a child from participating in camp without this needed documentation. We work hard to ensure all families are able to provide what is needed and their camper is able to attend.

The fellow will work directly with families and provide the specific support a family may need to ensure an amazing time at camp for their child. This will involve direct email, phone, mail, and other types of support with individual families. Examples could include:

● Calling all scholarship families on the Thursday before each week of camp their child is set to attend to remind families of drop off times and procedures, to answer any questions and to provide directions or bussing information.

● directly emailing/calling scholarship families to walk them through needed paperwork and information that is required for them to attend.

● sitting with a camper parent/guardian at our office on a laptop to help them through the online registration process.

● communication with families regarding our scholarship application, scholarship requirements, as well as processing applications and awarding financial aid.

● attending local community events to share Schooner Camp scholarship information, directly engaging families and providing information on the camp and the scholarship process.

● during camp pick up or drop off, talking directly with a camp family member about clothes, shoes, water bottle, or other needed camp items, and helping to work with that family if we can or need to provide those items for that child.

● going through camper files on a week to week basis to ensure all paperwork is in place, to ensure all scholarship campers will be able to attend camp.

● serving as liaison with the New Haven organization we partner with to recruit camp families, such as Music Haven, Squash Haven, Solar Youth, IRIS, CT Alliance for Foster and Adoptive Families, etc.

There are many additional ways that we engage our scholarship families which the fellow would be responsible for, such as mailings, a weekly letter taken home on the first day of camp, open house events, camp tours, and much more. This person would also work to fundraise, solicit, or purchase needed supplies for our camp families. As a sailing and water exploration camp, we ask families to come with a backpack, extra changes of clothes and extra shoes or more specifically, water shoes, as they generally get wet and dirty during their daily explorations. Hot, outdoor days require reusable water bottles, hats, sunscreen, bug spray, etc. We work to provide these necessary items for families if needed to ensure the child has an amazing time at camp.

The fellow would also be encouraged to brainstorm and develop their own ways of engaging with camp families and providing support in new and additional ways. We would like to survey scholarship families in a more dedicated way to learn more about how we can better support their experience. The fellow would develop this survey and determine how answers can best be collected, collect the data, analyze the results and make recommendations based on the findings.

**Skills/Experiences Desired, though not Required:**

● Experience with youth

● Experience with urban families and environments

● Experience navigating and respecting cultural differences

● High level professionalism in working with camp families

● Strong desire to help and support others

● Attention to detail

● Conversational Spanish is desired, though not required

● Ability to be silly, fun, sing songs, and get dirty learning at summer camp!

**Additional requirements:** Ability to pass a background check, required of all camp employees. A small amount of weekend work may occur before summer camp begins.

**To apply:** Send a cover letter, resume and 2 references to Nikki Saccoccia at nikki@gathernewhaven.org