

Position: Summer Camp Counselor

Germanic-American Institute, St. Paul, Minnesota

Classification: Non-exempt, full-time or part-time

Reports to: Director of Education

Wages: \$15–\$17 per hour



Organization Overview

The Germanic-American Institute is a Minnesota non-profit organization, located on historic Summit Avenue in St. Paul. The GAI is the most prominent center for German language and culture education in the United States, and our mission is to connect people to a broader world through German language and culture. We operate two German Immersion preschools, a Saturday school, summer camps, and adult language classes for every level, in addition to producing a wide array of cultural programs throughout the year. The GAI is also a Goethe-Institut proficiency exam testing center and a sanctioned *Kulturgesellschaft*.

Position Overview: Camp Counselor

Summer Camp is the GAI's summer camp language program, which is offered for children 4 to 12 years old. Each camp lasts one week (Monday through Friday) and is centered on a fun and highly-interactive theme. Campers have the option for extended care in the afternoon hours. The Summer Camp counselors lead student games, crafts, and physical activities for the afternoon—all while speaking German. The camp counselors also prepare and distribute an afternoon snack.

Counselors must be available to work for the entire week of a camp, ideally most of the summer. Scheduled hours will not exceed 40 hours per week. Offer of employment contingent on completion of a satisfactory background check.

Job duties and responsibilities

- Assist Teacher/Lead Camp Counselor with any planned, age-appropriate activities
- Manage camper behavior during activities
- Encourage campers to participate in activities
- Supervise outside playtime interactions
- Plan a limited number of activities for afternoon care
- Prepare and distribute afternoon snack
- Maintain accurate attendance throughout the afternoon
- Communication with parents at pick-up
- Clean up all classrooms and the kitchen after campers have departed
- Complete closing procedures prior to departing from the GAI (with lead counselor)
- Willingness to enforce COVID-19 protocols

Work Schedule

On-site 100%

8 a.m. to 12:30 p.m. *or* 11 a.m. to 5:30 p.m. *or* 8 a.m. to 5:30 p.m.

Vaccination Policy

GAI requires all employees to be fully COVID vaccinated. Proof of vaccination must be submitted prior to the first day of employment.

Compensation and Benefits

\$15 to \$17 per hour

Required Qualifications

- Availability to work Monday through Friday
- Experience working with children in a child care, summer camp or classroom environment
- Genuine love and appreciation for younger children and their needs
- Professional attitude when speaking with parents regarding their child's day
- Assertiveness, compassion and calm demeanor when handling behavioral situations among students
- Availability to work all or most weeks through the summer

Preferred Qualifications:

- Proficiency of German
- CPR / First-Aid Certification

To Apply

Send a cover letter and resume to language@gaimn.org. Please write Summer Camps Counselor in the subject line.

Work Environment & Culture

The Germanic-American Institute is in an exciting phase of visioning and growth. The annual operating budget has increased three-fold in the past 10 years and is currently \$1.4 million. The GAI Board of Directors and Staff has set a vision for advancing as the premier center for German language and cultural education in the United States. Candidates with a strong background or interest in German culture will find the position especially rewarding.

Working at the GAI allows for generous creativity, professional development, and the strong sense of contributing to the growth and advancement of a leading cultural institute. We have a small, hard-working and passionate team who enjoys good food, good coffee, and achieving great results.

At the GAI, we believe in and follow the following principles:

- Work-life balance, which includes flexible schedule options, healthy time-off and vacation options
- Stellar service to all organizational stakeholders
- Developing a sense of community among all who engage at the GAI
- Working with staff to capitalize on their strengths and interests and giving them the latitude to be
- creative in achieving results-oriented success.

Here is a sample of what current staff members say about working at the GAI:

"I love working at the GAI because of the great people: our director, staff, board, volunteers, members...plus a strong belief in our mission, hard-working and supportive colleagues, and a work-life balance policy that can't be beat!"

"After working in 'for-profit' business and industry for 25+ years, I found the GAI to be a refreshing change and challenge. "

"The GAI encourages innovation and experimentation, allowing individuals creative expression through their work."

"It is so refreshing to work in an environment where I am surrounded by creative, talented, intelligent coworkers who support my drive to innovate. All this, and an expectation of work-life balance make the GAI a phenomenal place to work each day!"