



The Arc of Shiawassee County

The Arc Shiawassee County
1905 West M-21 Owosso, MI 48867
Phone 989-723-7377 Fax: 989-725-6113

Summer Camp Program Director Associate Internship

QUALIFICATIONS:

1. Must have ability to work independently as well as in partnership with a team.
2. Ability and desire to work with individuals with developmental disabilities.
3. Good communication skills, verbal and written.

PROJECT SUMMARY:

The Arc Shiawassee County is seeking a Summer Camp Program Director Associate intern to assist the current Director with our in house day camp program for teens and adults with developmental disabilities. The vision for The Arc Shiawassee is to provide an inclusive community for individuals with developmental disabilities.

About The Arc Shiawassee is a nonprofit organization that has existed in Shiawassee County for 62 years. It is part of a national organization that advocates for individuals and provides awareness across the country. We work closely with families, caregivers, Mental Health Authorities, the Social Security Administration, County Courts, and the legislature to provide the best possible life for individuals with developmental disabilities that we can. We do not receive state or federal funding.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Executive Director, the Summer Camp Program Director Associate Intern is required to perform the following duties:

1. Work with the Summer Camp Director to plan and develop all of the events for the summer camp program.
2. Work closely with Summer Camp Director to implement the program and oversee the day to day activities of camp.
3. Assist with any communication to parents, including REMIND, or notes about events.
4. Other activities that may be needed.
5. Work closely with The Arc Shiawassee office personnel in administrative duties.

HOW TO APPLY:

Hours: 32 – 40 Hours a week
Compensation: \$10 per hour
To Apply: Please send cover letter and resume to lgrubb@arcshiawassee.org