



FOR THE HONOR OF TRUTH

Moses Brown School

**Professional Position Description  
250 Lloyd Avenue  
Providence, RI 02906**

**Title:** Summer Camp Tennis Director

**Department:** Auxiliary Services

**Supervisor:** Director of Auxiliary Programs

**Status:** **Status:** Seasonal, Hourly, Non-Exempt

**Dates:** **Dates:** Monday - Friday, June 13 - August 12, 2022

Additional orientation and training prior to the start of Summer

Programs in June 2022

Moses Brown's robust summer camp program includes our RISE camp program, numerous specialty sports camps, and STEM offerings. Our programs cater to children from ages 3-16 and run from early/mid June to early/mid August. All camps are located on MB's Providence campus. Moses Brown Tennis Camp, a well-established recreational summer camp program serving campers ages 5 to 14. We are looking for a dynamic, enthusiastic, organized camp director. As part of Moses Brown, we affirm the Quaker belief that there is an Inner Light in each person that is worthy of dignity and respect. We consider simplicity, integrity, group wisdom, and respect for differences to be paramount in helping campers of all faiths and backgrounds discover their identity and mission in the world. In its hiring practices, Moses Brown does not discriminate and seeks to maximize the diversity of the school in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, and language.

**Purpose/Objective:**

Moses Brown is seeking an energetic and experienced summer camp Tennis Director. The Tennis Director will oversee all aspects of MB's Tennis Camp. This position will be responsible for a team of camp staff, and approximately 30 campers ranging in age from 4½-14. Our Tennis Camp runs for half days (8:45am-12:00pm) M-F from June 13th-August 12, 2022.

**Responsibilities:**

- Coordinate and direct all aspects of a highly successful summer tennis camp
- Program planning and daily lesson plans for all ability levels with age-appropriate instruction
- Oversee hiring and training of camp staff. Conduct regular staff training and meetings
- Schedule, supervise and evaluate camp staff
- Maintain a positive team atmosphere that includes campers, families, and staff
- Assist in determining camp supply and equipment needs and ordering/purchasing
- Ensure safe practices for a healthy camp environment
- Keep accurate attendance records

- Weekly communications/updates with camp families
- Communication with Auxiliary Programs team on an on-going basis before and during all weeks of camp to ensure smooth operation of the camp

**Qualifications:**

- Applicants must have as trong tennis background, experience in providing instruction and coaching youth of all abilities
- Strong organizational and administrative skills, and good communication and interpersonal skills
- Supervisory and management experience
- Applicants should enjoy working with children and possess a professional attitude and skills necessary develop camp curriculum with age-appropriate instruction, while fostering a nurturing environment that promotes participation, sportsmanship, and fun
- CPR/First Aid certified or willingness to become certified

**Compensation:** Compensation is competitive and is based on experience

Moses Brown School is an equal opportunity/affirmative action employer.

**Appy Here:** [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=4389389](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4389389)