



409 Ayers Street
Memphis, TN 38105
901.467.0122

POSITION TITLE: CITI Camp Assistant Coordinator

HOURS: Full-time, Seasonal May - August, Mon-Fri

COMPENSATION: \$18/hr

SUPERVISOR: CITI Camp Coordinator

ABOUT ROOM IN THE INN-MEMPHIS (RITI):

Room in the Inn - Memphis shelters those experiencing homelessness in a safe environment of hospitality. The RITI team strives to build community based on love and respect, welcome all as an expression of faith, and give hope and hospitality in a safe environment. When you join the RITI Team, you should enter your first day with an openness to becoming a part of this community, treating guests with dignity and responding to challenges with a focus on hospitality.

JOB SUMMARY:

Room in the Inn - Memphis is seeking individuals to lead CITI Camp ("Children in the Inn" - a day camp for children experiencing homelessness). The Assistant Coordinator will have a full-time schedule and is a position with flexibility to fit an academic internship or fellowship. CITI Camp staff and volunteers will receive training in trauma-informed care, child abuse prevention, and the summer's curriculum. All CITI Camp leaders will be required to pass a background check. CITI Camp interns/volunteers should have experience working with children and an ability to work with children who have adverse childhood experiences. Interest in early childhood and youth development is preferred.

QUALIFICATIONS

- All applicants must be interested in working with individuals and families experiencing homelessness and sensitive to the diverse issues faced by our guests.
- High school diploma or general education degree (GED) required
- 1 year of experience supervising and working with children, preferably as a camp counselor or teacher
- Certification in CPR and AED
- First aid skills and training
- Ability to pass a background check
- General mobility including, but not limited, to walking, kneeling, and standing
Proven ability to maintain a safe environment for others in adherence with provided protocol and standards
- Demonstrated ability to plan, organize, and lead activities for large groups of children
- Ability to lift and/or move up to 50 pounds
- Reliable transportation

RESPONSIBILITIES

- Ensure a group of assigned campers is supervised and safe
- Utilize appropriate behavior management techniques
- Prepare and lead a variety of activities that are age-appropriate
- Model good behavior for campers as it relates to manners, and respect
- Identify teachable moments and capitalize on them
- Perform all responsibilities in a manner that guarantees the safety of campers
- Facilitate and encourage participation in camp activities
- Interact with parents in a professional and polite manner

This job description is not meant to be a complete listing of professional duties or responsibilities.

Executive Director reserves the right to amend any job description and/or procedures. Every effort will be made to notify employees of changes within a reasonable amount of time.

Room in the Inn-Memphis is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications and competence. Company policy prohibits unlawful discrimination based on gender, race, color, religion, creed, national origin, ancestry, citizenship, pregnancy, age, marital status, sexual orientation, medical condition, physical or mental disability or veteran status or any other consideration made unlawful by federal, state or local laws.

TO APPLY: Email a resume and cover letter to innkeeper@ritimemphis.org