



Summer Academy: Intern/Camp Counselor

The Squash and Education Alliance is seeking a hardworking and organized summer intern/camp counselor. The intern will support the preparation and operation of SEA's Summer Academy at Kent, CT. The intern will provide administrative support leading up to the Summer Academy, and then will support as a camp counselor at the Summer Academy at Kent.

Responsibilities may include, but not be limited to, the following areas.

Event Planning

- Assist with the logistics of SEA's Summer Academy, a 5-week squash and academic camp. Responsibilities may include organizing waivers, housing assignments, purchasing supplies, coordinating travel logistics, and communicating event information with member programs, camp directors, and participants.
- Attend all or a portion of the SEA Summer Academy to support players, coaches, and program staff and ensure high-quality operations
 - July 5-August 5: SEA Summer Academy - Kent, CT

Communications & Administration

- Assist with planning social media content and support editing of email newsletters.
- Assist with administrative tasks as needed. This may include updating distribution lists, ordering supplies, and conducting miscellaneous project research.

Qualifications & Skills

- Current college or graduate student, or recent graduate.
- Past experience as a volunteer or intern at SEA or a SEA member program is a plus; SEA alumni preferred.
- Strong project management, organization skills, written and verbal communication skills, and attention to detail.
- Strong computer skills, including proficiency in Microsoft Word and Excel, and experience with data visualization (e.g., developing charts, graphs, tables).
- Proof of COVID vaccination is required
- Ideal candidates will live in or near the New York City area.

Compensation and Hours: Starting rate is \$17/hour. Interns will be expected to work Monday-Friday, 9 am - 5 pm ET. For days at the camp, SEA will provide you with a stipend of \$175 per day, depending on the number of days you work at the camp.

Duration: June 8th - August 5th. This role will be partially remote in June, with 2+ days a week in SEA's New York City office (9am-5pm) leading up to the Summer Academy in June, then will support as a camp counselor at the Summer Academy in Kent, CT in July-August.

Application Process: Interested candidates should complete and send a resume and cover letter to Edgardo Gonzalez at edgardo.gonzalez@squashandeducation.org, by **Monday, May 9th**