

**Enrichment Specialist**  
Mercersburg Academy  
Office of Summer and External Programs

**Job Classification:** Staff, Full-Time, Seasonal, Exempt  
**Reports to:** Assistant Director of Mercersburg Adventure Camp

**Summary**

The Enrichment Specialist will be responsible for supporting the Director and Assistant Director in the successful operation of the program including oversight, planning, and execution of all enrichment classes. The Enrichment Specialist will coordinate and train counselors assigned to lead enrichment classes.

**Responsibilities and Duties**

- Assist in the day-to-day operation and execution of the program with specific oversight of enrichment classes
- Oversee planning of enrichment activities and lesson plans for all arts enrichment classes
- Coordinate supply lists for arts enrichment classes
- Supervise campers during scheduled activities and in the dorms
- Help to ensure the safety and overall well-being of camp participants
- Teach from lesson plans for assigned classes and activities
- Lead, or assist in leading, all camp activities as scheduled
- Play a key role in the residential life of Mercersburg Summer Programs
- Other duties as assigned

**Knowledge, Skills, and Abilities**

- Prior summer camp or similar experience or extensive knowledge of Mercersburg Summer Programs
- Great attitude and ability to work with children in building self-esteem and self-confidence
- Ingenuity and inventiveness, capable of thinking on one's feet, and adapting to changes in scheduling
- Maturity of judgment and character
- The capability of handling multiple responsibilities as a counselor and activity leader

**Minimum Qualifications**

- CPR certification by the American Heart Association or American Red Cross

**Physical Demands**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

- **Environment:** Work is performed in both indoor and outdoor environments where the noise level ranges from quiet to moderately loud. These environments will vary.
- **Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; climb stairs; must have the physical ability to lead and participate in camp activities such as hiking, swimming, team building initiatives, building campfires, and physical games and activities; to travel in all modes of transportation; sufficient manual dexterity and hand-

eye coordination to operate equipment as needed; and to verbally communicate to exchange information with both English-speaking and non-English speaking contacts.

- Vision: See in the normal visual range with or without correction.
- Hearing: Hear in the normal audio range with or without correction.

*This description is intended to provide a general scope of the position. This job description may include other duties as assigned by the manager.*