Summer Programs
MISS PORTER'S SCHOOL

Daisy Days
Summer in Farmington
Summer Explorations
Leaders in Training

POSITION DESCRIPTION

Title: Activity Specialist, Daisy Days
Department: Porter's Center for Global Leadership (PCGL)
FLSA: Exempt
Job Status: Seasonal Camp
Reports to: Director of Summer Programs
Travel: During Summer Programs (as needed)

POSITION SUMMARY:

Activity Specialists are responsible for the facilitating programmatic sessions during Daisy Days– creating an educational, vibrant, and inclusive camp experience. They will work closely with the Director of Daisy Days to select their daily lesson, gather necessary materials, and review plans to ensure each activity can be implemented in an engaging and meaningful way. They will modify lessons as needed to meet the needs of their campers, prepare thoughtfully, and implement each lesson with fidelity, enthusiasm, and flexibility.

Activity Specialists are vital to creating camp culture and learning through inclusive, engaging experiences that emulate the joys and learning of camp. This role requires a high level of energy, positivity, and enthusiasm, along with strong instructional skills. The ideal candidate will bring a joyful, can-do attitude and be comfortable coordinating and leading large groups of campers with ease.

Daisy Days will run from Monday, June 22 - Friday, August 14, 2025 and will offer four, two-week sessions. Activity Specialists for Daisy Days commit to working for a two-week session; they are encouraged and invited to apply to work multiple sessions. Activity Specialists for Daisy Days are expected to be on campus from 8:00 AM - 3:15 PM weekdays to facilitate all programmatic sessions. Activity Specialists are also required to attend lunch.

PROGRAM DESCRIPTIONS:

Daisy Days is an exciting summer camp for girls grades K–5 at Miss Porter's School. Designed to be full of joy and discovery, this day camp is all about having fun, exploring new activities, making friends, and growing confident in who we are! Each day is packed with hands-on activities that spark imagination and encourage creativity, teamwork, and leadership. Campers will try new things, discover hidden talents, and share plenty of laughter along the way.

Daisy Days is offered for four, two-week sessions. This all-girls experience creates a unique, empowering environment where campers can learn, play, and connect. With a focus on fun and friendship, every girl leaves camp with new skills, new confidence, and memories that last well beyond the summer.

ESSENTIAL FUNCTIONS:

Pre-camp:
- Collaborate with the Director of Daisy Days to review the curriculum, learning objectives, the theme of the week, and suggested lesson plans.
- Work with the Director of Daisy Days to select and review their lesson plans.
- Participate in online information sessions through PCGL for prospective families.
- Attend staff orientation and provide program-specific protocol review.

Program weeks:

- Facilitate daily lessons and workshops with enthusiasm and professionalism, ensuring each session reflects the goals and spirit of Daisy Days.
- Prepare, set up, and clean activity spaces daily, maintaining safe, organized, and creative environments.
- Adapt lessons and activities as needed to meet campers' developmental and social-emotional needs, under the direction of the Director of Summer Programs.
- Collaborate with the Director of Daisy Days and fellow staff to ensure smooth communication, transitions, and a cohesive program experience.
- Participate fully in all camp routines – including arrival, lunch, and dismissal – modeling enthusiasm and camp spirit.

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- Attend daily staff meetings to review plans, share updates, and coordinate programming.
- Attend field trips, serving as a chaperone and leader, ensuring camper safety, engagement, and positive participation.
- Support other groups, activities, or camp events as needed to ensure a vibrant camp experience for all.
- Create an inclusive, engaging environment where all campers feel seen, supported, and inspired to participate.

Post camp:
- Debrief with Daisy Days staff and counselors on programming.
- Meet with the Director of Summer Programs and the Director of Daisy Days to discuss programming, budget, staffing mode, and new programs/ changes.

REQUIREMENTS

- 18+ years old
- Demonstrated experience working with elementary school students with diverse needs and abilities.
- Experience in or studying curriculum design, lesson planning and facilitation, accessible and inclusive teaching practices, and culturally relevant education.
- Experience working in summer camps, after- school programs, or similar environments, especially in a leadership role.
- Strong leadership abilities, including, but not limited to, team building, conflict resolution, staff development, communication skills, problem solving, and fostering a collaborative and inclusive environment.
- Reliable organization skills, including, but not limited to, managing schedules, budgets, resources, and logistics.
- Communicates clearly and respectfully with others, demonstrating openness to feedback and continuous growth within a collaborative team environment.
- Completion of CPR Certification, Emergency Med and Epi-Pen, Medication Administration, and Mandated Reported Training, by the start of camp.
- Attends all mandatory spring staff training, dates TBD.
- Completion and submission of proof of physical.

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The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Please email careers@missporters.org to apply for this position or ask any questions.