



# Hanover Township

## Northampton County, Pennsylvania

Summer Internship  
Lead Counselor -Summer Camp Program

---

### Company/Location

Hanover Township Community Center, Northampton County

### Position Description

Hanover Township is seeking a highly motivated, responsible, and capable student for a summer intern position. This person will assist the Recreation Department with several initiatives focusing on The Summer Recreational Camp program's activities and staff management, and other administrative duties as needed. Applicants should have strong familiarity with the Microsoft Office Suite. They should be comfortable in both office and outdoor settings, and they should be able to represent Hanover Township and Lafayette College in a professional demeanor when interfacing with the public.

### Possible duties will include (but are not limited to):

- Assist with the planning and execution of the Hanover Kids Summer Recreation Camp
- Act as Lead Counselor; assist in the management of camp staff, oversee daily camp operations of 25 or more campers, run daily activities, manage daily data entry, record keeping and attendance.
- Support the Township's marketing efforts; social media posts, analytics, assist in graphic design if needed
- Assist with planning and development for various Hanover Recreational programming, administrative duties as needed.
- Work will occur in our office and at various outdoor locations within the Township

Hanover Township is seeking a qualified candidate to serve as a Lead Camp Counselor. The position is 22-24 hours per week for six weeks with a wage of \$13-\$14/hour. The intern shall report directly to the Recreation Director and Assistant Director

This internship opportunity shall provide valuable experience in a professional municipal setting with an emphasis on the planning and oversight of the summer camp program, along with program and coordination of activities. The selected intern will have the opportunity to utilize their recreation/business/management skills while representing Hanover Township and Lafayette College in a professional manner.

Interested applicants must be very familiar with the Microsoft Suite. Applicants should enjoy working with children, working outdoors, and interacting with various members of the community.

The internship shall run approximately from June 10<sup>th</sup> through August 16<sup>th</sup>. The normal work week shall consist of 22-24 hours per week between Monday and Friday. The exact schedule will be determined by the Township and the intern however will typically be 7:45am-12:30pm with additional hours available depending on activities.

### Qualifications

- Must have valid driver's license and have transportation to and from Hanover Township each workday. The Township Community Center is approximately 15-20 minutes from the Lafayette campus.
- Must be computer literate; very familiar with all Microsoft programs (Word, Excel, Publisher)
- Applicants must be prepared to work outside, work with children, and interact with members of the community and represent Hanover Township and Lafayette College in a professional manner.

### Compensation

The intern will be paid a wage of \$13-\$14/hour, paid in equal amounts every two weeks. Normal taxes will be deducted from each paycheck.

Hanover Township is a drug/alcohol-free work environment.

All qualified applicants will receive consideration for internship without regard to race, color, religion, gender, or national origin.

### **Important Notice**

***Students should take note of the College's change in policy whereby students can now one time in their Lafayette career receive one course academic credit while being paid for an internship. Gateway Career Center has applications available for the 2024 Summer Funding Stipend Program (due 3/18) and sponsorships for no-cost on campus housing if an internship is secured in the Lehigh Valley.***

### Deadline for Applications

- Noon on Friday, April 12th
- Address Resume and Cover Letter to:
  - Dante Terenzio, Recreation Director, 3660 Jacksonville Road, Bethlehem, PA, 18017
  - All applications should be submitted in one attachment to [beckett@lafayette.edu](mailto:beckett@lafayette.edu).
  - Questions about the internship should be addressed to Nicole Beckett, Associate Director for Public Service, at the Meyner Center for the Study of State and Local Government, 14 Kirby Hall. Phone (610)330-5856. Email. [beckett@lafayette.edu](mailto:beckett@lafayette.edu)