



of Metro Denver

Position Title: Center Programs Summer Operations Support
Position Status: Part Time, exempt
Responsible to: Director of Center Programs
Location: 1499 Julian Street, Denver, CO
Salary: \$21 Hourly

Summary of Position:

The Camp Operations Support Staff member is a part-time, seasonal role responsible for ensuring the daily operational and logistical needs of summer camp run smoothly. This position is primarily anchored in meal service -- owning breakfast or lunch logistics from setup through cleanup every day — and expands into general camp operations support during the program day.

On designated field trip days (approximately 2 per week), this staff member also serves as a van driver, transporting participant groups to and from off-site destinations during the midday window. This is not a dedicated driver role — driving is a secondary responsibility that fits naturally within the existing shift schedule.

This role is ideal for individuals who thrive in fast-paced, hands-on environments, enjoy working with youth, and want a flexible part-time commitment with meaningful daily impact.

Start Date: Monday June 1st, 2026

End Date: Friday July 31st 2026.

Monday- Friday, holidays and program closures days excluded.

Part Time Shift A: 7:30- 10:30am

Part Time Shift B: 10:30- 1:30pm

Core Responsibilities

Meal Logistics

- Set up breakfast or lunch stations before participants arrive, ensuring food is ready, safe, and accessible, following our meal service training guidelines
- Serve meals and manage food flow efficiently across a multi-grade camp environment (140 participants, 7 classes)
- Supervise meal periods, maintaining a calm, orderly, and positive atmosphere
- Clean and sanitize meal areas promptly after each service; restock supplies as needed
- Coordinate with any meal volunteers on-site, directing tasks and ensuring consistent support during meal time

General Camp Operations Support

- Assist with distributing activity materials, setting up spaces between program blocks, and supporting transitions



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- Provide additional adult presence during high-traffic camp moments (arrivals, assembly, outdoor time)
- Communicate any operational issues, supply needs, or participant concerns to the camp director promptly

Field Trip Transportation

- Drive a 15-passenger camp van transporting participant groups to and from off-site destinations
- Conduct pre-trip vehicle safety checks and ensure all passengers are properly seated before departure
- Maintain communication with camp director during transport; follow all traffic laws and camp driving protocols

Core Values Support:

- Attend GIMD staff meetings and trainings as needed
- Participate in special events such as open house, fundraisers, etc.
- Assists with ensuring the general safety of the girls
- Other duties as assigned

Qualifications

- Experience working with children from diverse socio-cultural contexts preferred.
- 2+ years with a valid driver's license
- Valid, insurable driver's license with a clean driving record
- Ability to pass a background check prior to start date

Additional skills and assets:

Required

- Comfort working around children and youth in a structured and semi-structured program environment
- Strong organizational skills and ability to manage time independently within a daily routine
- Reliable attendance — meal logistics cannot be covered last-minute without significant disruption

Preferred

- CPR/First Aid certification
- Prior experience in camp, school, or youth program settings



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- Comfortable with physical work — lifting, standing, and moving throughout the shift

How to apply

Submit your application [here](#) and send a resume to humanresources@gidenver.org. Both must be completed for consideration.

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

Revised: April 2026