

LEAD INSTRUCTOR - HAWKEN PASSPORT CAMP (SUMMER ONLY)

Lyndhurst Campus

Hawken School is committed to doing school differently and better. We seek to create an inclusive and accepting community where adults are empowered to design educational experiences for students that are deep and learner-centered. Hawken School seeks culturally competent teachers, administrators, and staff members who are committed to equity and social justice, who are comfortable taking risks, and who embrace a growth mindset. We are constantly looking for new ways to inspire student curiosity and agency while remaining dedicated to nurturing compassion and kindness in our students.

THE POSITION:

Hawken School is seeking energetic and dedicated Instructors for its Summer Passport Camps program at the Lyndhurst campus. These camps feature engaging, theme-based experiences for children ages 4–13 (grades PK–8). Passport Camps range from Mini Art Masters, Little Scientists Lab, Jr. Chef to our Summer Forest Camp and everything in between.

Lead Instructors play an essential role in ensuring that campers receive top-quality instruction and support, while fostering an atmosphere of safety, respect, and fun. As a Lead Instructor, you will work closely with campers to ensure their needs are met, facilitate structured programs, and serve as a role model. The ideal candidate will be experienced in supervising younger staff and campers, and will take the lead in providing guidance, leadership, and support.

Passport Camps will run during the weeks of June 9–13, July 28–August 1, August 4–8, and August 11–14, with instructor hours from 8:30 AM–3:30 PM. Additional before and after care positions are also available from 7:30 AM–8:30 AM and 3:30 PM–5:30 PM.

This is a seasonal position for adult applicants who are passionate about working with children and have expertise in relevant fields.

THE ESSENTIAL DUTIES/RESPONSIBILITIES:

- **Engaging Instruction:** Lead age-appropriate, engaging activities for campers based on the specific camp theme.
- **Safety:** Maintain a safe and supportive environment, ensuring the well-being of all campers.
- **Program Development:** Collaborate with camp leadership to develop and implement lesson plans, activities, and daily schedules.
- **Mentorship:** Serve as a role model for campers and junior staff, fostering creativity, teamwork, and enthusiasm.

- **Communication:** Maintain open, professional communication with campers, parents, and camp staff.
- **Team Collaboration:** Work effectively with other instructors and counselors to ensure a smooth and successful camp experience.
- **Emergency Response:** Be prepared to respond promptly and appropriately to any emergencies or incidents.

QUALIFICATIONS:

The ideal candidate will be:

- **Experienced:** At least 2–3 years of experience working with children in a camp, educational, or recreational setting. Previous leadership roles are a plus.
- **Creative:** Skilled in designing and delivering fun, educational activities tailored to the camp's theme.
- **Certified:** CPR/First Aid Certification (or willingness to obtain before camp starts).
- **Communicative:** Strong communication and interpersonal skills, with a positive, energetic attitude.
- **Passionate:** Excited about working with children and creating memorable summer experiences.
- **Flexible:** Adaptable, dependable, and able to thrive in a dynamic camp environment.
- **Educational Background:** A degree in Education, Recreation, or a related field is preferred but not required.

HAWKEN CANDIDATE COMPETENCIES:

Mission, Culture, and Philosophy Alignment: Successful candidates show they can thrive at Hawken and are highly motivated by the school's mission.

Fair Play: Diversity, Equity, Inclusion & Justice: Successful candidates indicate a commitment to and have experience with serving students and communities equitably.

Relationship Building and Cultivation: Successful candidates show they can build relationships throughout the Hawken community.

Content Knowledge: Successful candidates demonstrate depth in content area knowledge as well as an ability to inspire students to a high level of excellence and challenge and take a student-centered approach to all aspects of their work.

Humility and Growth Mindset: Successful candidates are eager to learn new approaches and methods and be able to team effectively with others.

Approach to Work: Successful candidates show initiative and agency with a commitment toward feedback and flexible problem-solving.



THE SCHOOL: Founded on the ideal that “the better self shall prevail and each generation introduce its successor to a higher plane of life,” Hawken School is a coeducational independent day school with 1,600 students in toddler through grade 12. Our four campuses are located within 25 minutes of downtown Cleveland, and an urban extension center in the city’s museum district provides a demanding and integrated course of study in a diverse and dynamic environment.

To learn more about us, visit www.hawken.edu.

HOW TO APPLY: Please send a resume, references, and a cover letter to Jennifer Bates at Campemployment@hawken.edu.

Hawken School is an equal-opportunity employer dedicated to promoting all forms of diversity in the workplace and in our student body. We strongly urge all qualified individuals to apply.