



JOB ANNOUNCEMENT

Summer Intern

Quillian Center is the Sports and Recreation Ministry of First Methodist Church, Houston. For over 57 years Quillian Center has provided the church and the community with quality leisure time opportunities along with camps, athletic programs, leagues, swimming, and special events throughout the year.

Quillian Center has positions available to assist full time staff with daily operations and programs. This is a learning opportunity for college students majoring in Recreation Administration, Sports Management or Physical Education.

A majority of our summer activities revolve around day camp. Summer intern(s) will be hands on assisting with administrative responsibilities, daily programming, enrichment classes, teen camp and special events. Camp Quillian is accredited by the American Camp Association; therefore, summer intern(s) will assist with managing and adhere to the standards set forth by the ACA. Quillian Center is also a licensed child care facility and intern(s) will assist with managing and adhering to minimum standards set forth by Texas Dept. of Family and Protective Services. Intern(s) assisting with Camp Quillian will lead group games, arrange for special events and speakers at camp, teach enrichment classes such as sports/crafts/dance/etc. Intern(s) will assist camp counselors with daily programming, discipline, first aid and safety. Intern(s) will interact with camper parents and guardians and may be responsible for daily camper pick up. Intern(s) along with camp staff will be responsible for keeping a clean and safe work environment and must attend mandatory pre-camp orientation beginning in mid-May.

Summer intern(s) will also have the opportunity to administer Quillian's youth basketball league and adult sports programs. Duties would include overseeing practices, scheduling games and officials, updating standings and web site information. Additionally, intern(s) would be responsible for getting the venue "game ready". Scorekeeping, officiating, coaching and sometimes even playing will all be part of the experience.

Summer intern(s) will also be exposed to our aquatics facility and concessions stand operations. This may include being on duty on weekends and holidays. Intern(s) will also be responsible for planning and programming a special event of their choice. Intern(s) will also be educated on Quillian Center's annual budget, marketing, facility maintenance, and will meet with Quillian Center's Board of Director's.

Contact: Tom Gaden, Director 713-458-4705 or tgaden@quilliancenter.org