



Position Title: Summer Programming Coordinator  
Position Location: Hybrid (In-Person and Remote), based in Alexandria, Virginia  
Employment Status: Temporary/Seasonal, Hourly  
Pay: Range begins at \$25/hour  
Dates: 6/23/2025 - 8/14/2025  
Reports to: Program Manager

*Innovative girls' empowerment + literacy nonprofit seeks a seasoned professional in childrens' and/or summer programming to support summer camp and other programming for a group of elementary schoolers in Alexandria.*

**Who you are:** You love to read and you have a passion for girls' empowerment. You have a strong track record of working with youth, and you also have strong skills in organizing and preparing for youth programming. You are excited to create some summer magic for kids!

**Who we are:** At Spitfire Club, we are changing the world, one book club at a time. By creating demand for and building inclusive community around diverse, girl-positive books, The Spitfire Club enhances literacy and social-emotional skills, nurturing each girl's love of reading, love of self, and love for girls across all communities.

TSC is a trusted, authentic, culturally responsive partner that embodies our core values of curiosity, resilience, empathy, authenticity, and tenacity. We work in partnership with after school programs at Title I Schools, affordable housing communities, and community centers, with a focus on girls who face structural and systemic barriers to literacy, visibility, opportunity, and empowerment.

Key responsibilities for this position include:

- Assisting in the planning, preparation, operations, and facilitation of Spitfire Summer Camp: activity facilitation, camp setup and breakdown, coordinating camper meals, volunteer management, and other responsibilities as they arise.
- Supporting office functions: organizing, printing and copying, assembling activities, and producing supporting materials.
- Special Projects: may include volunteer recruitment and training, data entry and management, and/or supporting the production of curriculum or activity development for Spitfire Club sessions.

Physical Requirements:

- May be required to ascend and descend stairs to access specific areas of the summer camp facility
- Should be able to lift and carry moderately heavy objects (30-35 lbs)

Location and Schedule:

- June 23 - August 1: 20 hours per week, with "core days" being Tuesday and Wednesday
- August 4 - 8 (camp week): ~40 hours, fully on-site, 8:30am - 4:30pm, with possibility for extended weekend and evening hours (overtime eligible)
- August 13 - 14 (closeout week): 10 hour week, in-person at Spitfire Office
- \*\* Office will be closed on July 3rd and 4th, August 11th and 12th

Requirements:

- Experience working with elementary-age youth
- Experience managing or supporting youth programming and/or summer programming
- Ability to pass a background check
- Embodies Spitfire values of curiosity, resilience, empathy, authenticity, and tenacity
- First Aid & CPR Certified or willingness to become certified
- Spanish language proficiency is a plus
- Ability to use Google Office suite (Drive, Docs, Sheets, etc)

Candidates should email a cover letter and resume to [info@thespitfireclub.org](mailto:info@thespitfireclub.org). Thank you!