



Position Description – Rosie's Girls® Assistant Counselor

Program Overview:

Rosie's Girls® is a one-week STEAM, trades, and career exploration camp for middle school girls* entering grades 6-8. At Rosie's Girls, campers are introduced to career fields, like carpentry or welding, that are non-traditional for their gender through hands-on learning in a supportive and empowering environment. In addition to technical experience, Rosie's Girls includes a research-based curriculum called "Power Skills" that supports campers in building their social/emotional skillsets. Rosie's Girls inspires youth to build confidence, develop connections with each other, and dream big about their futures.

**Rosie's Girls welcomes anyone who identifies as a girl regardless of assignment at birth, as well as youth who are non-binary or gender expansive who are comfortable in a girl-centered space.*

Position Summary:

The Rosie's Girls® camp team consists of a Lead Counselor, two Assistant Counselors, ToolBank support staff, and multiple volunteer Instructors. Staff operate in a collaborative team environment to support and supervise approximately 15-20 campers in all program activities. The Lead Counselor is responsible for overseeing all aspects of camp, including determining daily schedules, organizing necessary tools and materials, and ensuring all safety protocols are followed in preparation for and during camp. The Assistant Counselors will directly oversee camper experience and participation, participate in games, Power Skills activities, and other aspects of the camp day.

Responsibilities:

- Ensure sound risk management practices in every aspect of the program. Adhere to and implement the policies and procedures set forth by Cincinnati ToolBank.
- Model and uphold safety practices **at all times**.
- Work collaboratively with the entire staff team.
- Act as a leader and mentor to program participants.
- Create and maintain a safe, supportive, and encouraging STEAM learning environment for all.
- Form positive and respectful connections with participants.
- Be creative and flexible, willing to problem-solve and brainstorm.
- Communicate clearly with participants, parents/guardians, and staff.
- Attend Staff Training: TBD

About You:

Education and Experience:

- High School Degree
- Preferred: 1+ years working with middle or high school-aged youth in any capacity.
- Preferred: Knowledge of and experience with youth-driven, project-based learning.

Requirements:

- Ability to pass a criminal background check
- CPR and First Aid certification (can be obtained after hire)
- Ability to lift up to 20 pounds of raw materials and/or camper projects
- Commitment to creating a camp culture that is positive, youth-centered, and focused on empowering young people to feel confident trying new things

Schedule and Locations:

- Staff Training and Space Set Up: Cincinnati ToolBank, Training Center
- Camp Schedule: June 15th – July 10th includes AM staff meeting and PM daily debriefs (M-F 8:00 am – 4:30 pm). Camp will NOT be in session June 29 – July 3.
- Preference will be given to instructors who can work the entire program.

Compensation & Application Instructions

- Hourly Rate: \$20/hour
- Position Classification: non-exempt, temporary position
- To apply, please send a cover letter and resume to: kat.pepmeyer@toolbank.org
- To Apply Online: [insert link]
- Deadline to apply: May 1, 2026
- Contact kat.pepmeyer@toolbank.org with questions.

Cincinnati ToolBank is committed to creating a diverse and inclusive work environment that represents the vibrant community we serve. Candidates across all markers of identity and expressions (gender, sexualities, races, religions, ages, national origins, and abilities etc.) are highly encouraged to apply to this position. As Rosie's Girls® helps girls build confidence through hands-on STEAM and trades related activities, we especially encourage people whose identities are underrepresented in STEAM to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

To be considered for this position, please email your resume and cover letter to kat.pepmeyer@toolbank.org