

Lauri Ann West Community Center
Job Description: Summer Camp Instructor

The Summer Camp Instructor provides curriculum development and day-to-day supervision of the children for the summer camp program at the Lauri Ann West Community Center. In addition, the Summer Camp Instructor works with the students, providing supervision and appropriate interaction, leading arts and enrichment activities in a safe, caring, and fun environment. The students would spend half of their day in the maker studio or with creative crafts and the other half of the day in sports and outside activities.

The Summer Camp Instructor work hours may vary between full-time (9AM-4PM) or part-time (8 AM-Noon or 1 PM-5 PM), Monday through Friday during the summer months from June 11th to August 16th. The position works on-site at the community center. The instructor would have an hour each full day as an instructional prep period (a half-hour for each half-day). The position reports directly to the Program Manager.

Arts Backgrounds and/or familiarity with Maker's Space pedagogy are a plus!

\$16-\$20 Hourly

Responsibilities

- Create or work with existing weekly curriculum for the Summer Camp program
- Work with Program Manager to plan and implement all activities
- Daily supervision of children
- Follow all Department of Public Welfare Child Day Care licensing requirements including on-going professional development and medical form requirements
- Maintain a safe, creative, respectful and welcoming environment
- Daily set-up and clean-up of supplies for activities
- Daily clean-up of room(s) used
- Participate in on-going program evaluation and revision
- All other duties as assigned

Education and Experience

- Minimum Bachelor's degree in elementary education, child development, or related field, or minimum of 5 years experience supervising groups of children or planning and leading activities for elementary school children
- Familiarity with state health and safety requirements, standard day care policies and procedures
- Must pass Act 45 requirements, criminal background and child abuse history clearance check

Required Skills, Knowledge and Abilities

- Plan and implement lesson plans
- Supervise assistant instructors
- Excellent teaching skills
- Understands Program Goals and Mission
- Compliance with Policies and Procedures

Physical Requirements and Work Environment

- This position requires walking, sitting, bending, stooping, crouching, kneeling or crawling, standing for long periods, and using hand or fingers to manipulate touch or handle.
- May need to lift or push up to 15 pounds, periodically up to 30 pounds, and rarely up to 50 pounds.

To apply, please email cover letter and resume to jfate@lauriannwestcc.org Please put Summer Camp Position in the subject line.