



LAURI ANN WEST
COMMUNITY CENTER
JOB DESCRIPTION

POSITION TITLE:

Summer Camp Instructor

SUMMARY DESCRIPTION:

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 instructor would develop a general classroom schedule and plan appropriate activities based on specific themes each week.

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

ESSENTIAL FUNCTIONS:

- 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
- 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 – remaining after program in order to thoroughly clean any items used
- Participate in on-going program evaluation and revision
- All other duties as assigned

QUALIFICATIONS/EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Elementary Education, Child Development, or related field or relevant experience
- Knowledge of state health and safety requirements or standard day care policies and procedures
- Minimum of 1-2 years experience supervising groups of children and planning and leading activities for elementary school children
- Specific subject area expertise preferred (art, music, etc)
- Calm, patient, and engaging
- Responsible and punctual
- Detail oriented with an ability to handle multiple children
- Able to work effectively with all members of the community as well as coworkers
- Able to communicate well with parents as well as children

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- This position requires frequent walking, sitting, bending, stooping, periodically standing for long periods, using hand or fingers to manipulate, touch, or handle, and climb stairs.
- The work environment noise level is typical of a moderately noisy standard business with equipment running and members entering and exiting.
- Vision abilities required by this job include near and far vision, depth perception, and to differentiate colors.
- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds.

JOB TYPE:

The Summer Camp Instructor work hours may vary between full-time (8:30AM-4:30PM) or part-time Monday through Friday during the summer months of June thru August. Hours will be determined on a week to week basis. The position works on-site at the community center while camps are being held. The position reports directly to the Program Manager.

SALARY:

\$20-\$25/hour

Signature

Date