

JOB DESCRIPTION

IDENTIFICATION

Job Title:	Summer Camp Assistant
Department:	Aransas Pass for Youth
Immediate Supervisor:	Camp Director Vickie Torres
Temporary Position:	June 5, 2017 – July 28, 2017
Hourly Wage:	\$8.00

JOB SUMMARY

Position requires performing varied duties while assisting class instructor with youth. Assigned tasks require initiative, enthusiasm, and creativity as well as the ability to follow instructions given by supervisors.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Execute the summer camp in accordance with the camp's goals and objectives.
2. Assist camp instructor in organizing crafts and activities and any other responsibilities deemed necessary.
3. Supervise campers at all times.
4. Communicate all incidents and discipline problems to class instructor.
5. Keep school classrooms in a safe and orderly manner for campers.
6. Operate copying machine and other standard office equipment
7. Assist camp instructor in collating and assembling necessary materials to operate class daily.
8. Attend weekly staff meetings.
9. Turn in time sheets in a timely manner.
10. Maintain professional relationship with guest speakers, field trip contacts, community agencies, parents, camp staff and campers.
11. Adhere to the school and camp policies.
12. Maintain daily classroom attendance.
13. Maintain proper care and inventory of supplies and equipment provided to you.
14. Assist in the implementation of all program activities.
15. Must be available to work from 7:30am to 5:30pm.
16. Must be available to work June 5, 2016 – July 28, 2017 with NO EXCEPTIONS.

PHYSICAL AND ENVIRONMENT CONDITIONS

Person must be able to move about a classroom or building. Must have the ability to climb, kneel, squat, bend, twist and lift is necessary to perform job duties, which include but are not limited to: actively participating with youth in sports, field trips and activities, carrying and transporting program materials, supplies, and equipment.

EDUCATION AND TRAINING

Must be at least 16 years of age and have a minimum of one-year experience with children/youth is preferred.

KNOWLEDGE, SKILLS, and ABILITIES

1. Knowledge of youth related activities and crafts are desired.
2. Ability to communicate effectively.
3. Ability to follow through with written or verbal instructions.
4. Ability to assist instructor in carrying out camp discipline procedures.
5. Ability to work with crafts and conduct activities.
6. Ability to manage a group of up to 22 children in a structured professional manner in the absence of the Camp Instructor.

Signature/Approval

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. By signing this document, I am stating that I am aware of the duties and responsibilities of this position and am willing to fulfill those as stated by me in the job interview.

Employment with Aransas Pass for Youth is “at-will”. Employment can be terminated by either party, at any time, and for any reason. This includes termination with or without reason, and with or without notice.

Employee

Date

Camp Director

Date