

JOB DESCRIPTION

IDENTIFICATION

Job Title:	Summer Camp Instructor
Department:	Aransas Pass for Youth
Immediate Supervisor:	Camp Director Vickie Torres
Temporary Position:	June 5, 2017 – July 28, 2017
Hourly Wage:	\$8.50

JOB SUMMARY

Position requires performing varied duties while executing summer program in assigned class. Assigned tasks require initiative, enthusiasm, organization and creativity as well as the physical ability to perform interactive games with youth.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Execute the summer camp in accordance with the camp's goals and objectives.
2. Execute the following: (including, but not limited to) organizing crafts and activities, adherence to daily schedule, providing additional activities, crafts, etc. for unexpected schedule changes.
3. Supervise campers at all times.
4. Pre-approve all program deviations with camp director.
5. Communicate all incident reports and discipline referrals to camp director or designee on a daily basis.
6. Facilitate educational material as designated.
7. Implement arts and crafts projects as designated.
8. Keep school classrooms in a safe and orderly manner for campers.
9. Operate copying machine and other standard office equipment
10. Collate and assemble necessary materials to operate class daily.
11. Carry out classroom discipline according to program policy.
12. Maintain discipline documentation.
13. Attend weekly staff meetings.
14. Turn in time sheets in a timely manner.
15. Maintain professional relationship with guest speakers, field trip contacts, community agencies, parents, camp staff and campers.
16. Adhere to the school and camp policies.
17. Maintain proper care and inventory of supplies and equipment provided to you.
18. Must be available to work from 7:30 am to 5:30 pm Monday through Friday.
19. Must be available to work June 5, 2017 – July 28, 2017 with NO EXCEPTIONS.

PHYSICAL AND ENVIRONMENT CONDITIONS

Persons 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 18 years of age and have High School diploma or equivalent is required. Minimum of one-year experience with children/youth is required.

KNOWLEDGE, SKILLS, and ABILITIES

- 1. Knowledge of youth related activities and crafts.
- 2. Skill in planning, organizing, and implementing programs that include activities that reinforce curriculum.
- 3. Ability to communicate effectively and follow through with written or verbal instructions.
- 4. Ability to read and understand correspondence, various documents, and reports.
- 5. Ability to perform basic mathematical calculations.
- 6. Ability to facilitate classes with pre-approved curriculum.
- 7. Ability to work with crafts and conduct activities.

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