

## EMPLOYEE JOB DESCRIPTION

<b>JOB TITLE:</b>	Summer Camp Instructor
<b>DEPARTMENT:</b>	Elementary-Madelaine Halmos Academy
<b>CLASSIFICATION:</b> Exempt /Nonexempt	Non-exempt
<b>REPORTS TO:</b>	Enrichment & Support Manager, Enrichment & Support Coordinator
<b>POSITION TYPE AND EXPECTED HOURS OF WORK</b> full time or part time typical work hours and shifts days of week overtime expectations	Full Time Available/Part Time Available Work Hours: Daytime hours vary but a set schedule will be provided Days of Week: Monday - Friday Over-time possible with approval
<b>REVIEWED/REVISED DATE:</b>	April 2022

<b>REQUIRED EDUCATION:</b>
Associate's or Bachelor's Degree in Early Education or Elementary Education. Experience with STEAM education a plus.

<b>REQUIRED CERTIFICATIONS:</b>
45 DCF child care hours started or completed CPR/First Aid for Infant through Adult Preferred: Elementary Education certification

<b>REQUIRED WORK EXPERIENCE (YEARS):</b>
Two years of experience in a program for school age children, elementary education, or group tutoring

<b>REQUIRED QUALIFICATIONS:</b>
<ul style="list-style-type: none"> <li>● Provide a warm, nurturing, safe and loving environment where social emotional concepts are enhanced, independence encouraged, and individuality respected</li> <li>● High energy and level of excitement to work with elementary-aged kids</li> <li>● Ability to take on many tasks at once and prioritize them by importance and relevance</li> <li>● Strong organizational skills</li> <li>● Computer skills as required for the position. Understanding of technology integration</li> <li>● Willing to chaperone offsite fieldtrip and spend time outdoors as needed</li> <li>● Ability to work in a collaborative environment and be a contributing member of the team</li> </ul>

<b>PREFERED QUALIFICATIONS:</b>
<ul style="list-style-type: none"> <li>● Demonstrate knowledge and understanding of educational "Best Practices" in federal and/or state standards, and content-specific subject matter.</li> <li>● Knowledge of STEM and arts education</li> <li>● Experience with educational apps and Google platform</li> </ul>

<b>JOB SUMMARY/PURPOSE:</b>
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Responsible for leading summer groups in the classroom and during offsite fieldtrips and working as a team to support STEAM educational activities, including support, recreational activities and enrichment programs. Provide support and reinforcement of lessons. Lead small group and one-on-one lessons and activities.

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

- ESSENTIAL JOB FUNCTION (1):**
- Actively interact with students with positive and encouraging demeanor at all times.
  - Assist with keeping an organized and orderly classroom space that promotes creativity and rigor.
  - Prepare classroom learning materials and displays to ensure appropriate learning support materials are available at all times.
  - Support students through independent work.
  - Assist with communication with parents as needed.
  - Facilitate brain breaks and enrichment activities.
  - Ensure the safety of the students within the classroom, arrival and dismissal, on the playground, during breaks, on field trips and throughout the campus.

**EEO**

**STATEMENT**

Jack & Jill Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director \_\_\_\_\_ HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_