



## SUMMER STAFF JOB DESCRIPTION

**Mission:** To confront and alleviate societal shortcomings and personal needs that affect at risk children.

**Reports to:** Summer Camp Director and Executive Program Coordinator

**Supervises:** Volunteers and all students in program

### Personnel Requirements:

- Application for Employment
- Fingerprinting (CHRI)
- CARI – NJ Child Abuse Registry
- Safe Sanctuary Training
- Policy Training

**Hours:** 7:30 AM – 5:30 PM (Monday – Thursday)

### Duties and Responsibilities:

1. Program Responsibilities
  - a. Assist with set up of breakfast and any other daily activities.
  - b. Preparation of your classroom.
  - c. Familiarize yourself with lesson, game, activity plans provided to you by the Summer Camp Director. **We ask that you do this at the end of your shift so you are ready for the next day.**
  - d. Ensure your Walkie-Talkie is charged and ready for the day. Promptly respond to calls. Be sure to disinfect it and place on charger at the end of the day.
  - e. Assist and instruct students in completion of all lessons, games, and activities.
  - f. Provides an environment that ensures the safety and well - being of all students.
  - g. Provides an environment that meets and accommodates the individual mental, physical, spiritual, and social developmental needs of children.
  - h. Provides input to Summer Camp Director on program ideas and needs of children.
  - i. Maintains discipline in accordance with Kids Alley's Policies and according to trauma-informed care guidelines.

- j. Performs other duties as requested by Summer Camp Director and/ or Executive Program Coordinator.
- k. Participates in all staff meetings.
- l. Adheres to and supports all procedures and policies of the Kids Alley Summer Camp.
- m. Treats co-workers, volunteers, students, and parents with respect. You are a role model in your words and deeds.
- n. Follow all COVID-19 guidelines throughout camp. (SEE ATTACHED)
- o. Staff are responsible for cleaning and disinfecting their classrooms at the end of each day. (See attached list) Staff will also check in to see if help is needed in other areas prior to leaving for the day.
- p. Staff MUST report to work on time and check out with the Summer Camp Director prior to leaving for the day.

PLEASE NOTE: We are a faith based, not for profit.

For those leading devotions or bible lessons, we ask that you not teach any individual denomination's beliefs, but focus on the Bible which we believe to be the Word of God and the truths that all Christians share in common. If you have any questions or concerns, you may speak directly with the CEO. (See attached statement of faith)

I have read the staff job description and agree to fulfill the requirements to the best of my ability.

Name: \_\_\_\_\_ Date: \_\_\_\_\_