



JOB DESCRIPTION

Position: **Summer Camp Instructor – Lead and Assistant**
Reports to: Summer Camp Director
Date: January 2020

Summary: Friends School is focused on educating the whole child through enriching hands-on experiences and learning through play. Our summer camp programs exemplify this core educational tenet. Camps are for students ages 3-14 and run the months of June and July.

Lead Summer Camp Instructor

Responsibilities include:

- Understanding the weekly camp plans (plans are provided)
- Setting up materials each day of camp (materials are provided)
- Greeting students and parents as they enter your space
- Maintaining the sign-in/out log
- Keeping the students engaged in the camp
- Monitoring students at all times
- Enforcing playground safety rules
- Enforcing camp expectations for students
- Cleaning up the camp space at the end of each day

Required Qualifications:

- Must be at least 18 years of age
- Either a Bachelor's degree in a related field (education, social sciences, humanities) **OR** 460 hours of verifiable experience working with children under 18 (experience can be volunteer work and must be accrued after age 18)
- Willingness to complete a background check
- Willingness to complete required pre-service safety training (paid)

Lead summer camp instructors are:

- Dynamic & industrious
- Eager to teach
- Able to command a classroom
- Kind and caring
- *and friend...

Assistant Summer Camp Instructor

Responsibilities include:

- Assisting lead instructors with set-up
- Assisting with the flow of camp plans
- Assisting with snack & recess
- Assisting with monitoring bathroom breaks
- Assisting with clean-up

Required Qualifications:

- Must be at least 16 years of age
- Willingness to complete a background check
- Willingness to complete required pre-service safety training (paid)

Assistant summer camp instructors are:

- Dynamic & industrious
- Eager to help where needed
- Kind and caring
- *and friend...