



**Position Description:** Extended Learning Program Camp Educator

**Reports to:** Extended Learning Director

**Position Type:** Part Time / Non Exempt

**Salary:** \$10.00

**Job Summary:** The educator will be trained by EdVenture Extended Learning coordinators and work closely with the Extended Learning Coordinator to assist in facilitating, organizing and maintaining the structure of the onsite or off site summer camp programs. Under the supervision of the Extended Learning Director and Camp Managers on Duty, the educator will have the opportunity to gain hands-on experience and insight into informal education and administration. Evaluation and mentorship will also be provided by the Extended Learning Coordinator and EdVenture staff regularly to improve the educator’s skills and address any questions.

**Work Schedule and Conditions:**

Schedule will be developed with Camp Coordinator. 20-30 hour per workweek, Non Exempt.

**Primary responsibilities and duties include, but are not limited to:**

1. Travels to sites of programs daily.
2. Creates a welcoming environment for students that are clean and conducive to learning.
3. Actively supervise at ALL times.
4. Prepares and carry out materials for daily curriculum.
5. Interacts appropriately with children during all phases of the day.
6. Manages student behavior at sites as appropriate for each child age and stage of development
7. Encourages and monitor the progress of individual students.
8. Treats each child with respect and dignity. Be supportive of cultural differences and different family structures.
9. Interacts and constantly communicate with the site’s staff, students, parents, school officials, and district administration in a professional manner at all times.
10. Maintains cleanliness and organization through the educational space.
11. Assists the with mandatory weekly paperwork (including but not limited to: weekly attendance rosters, meal rosters etc)
12. Properly maintaining all materials including ordering, quality control, and inventory.
13. Builds and sustain strong relationships with community partners, principals, school officials, and other appropriate groups.
14. Participate in and help implement Family Literacy events
15. Participate in department, staff, and professional development meetings.
16. Participates in special activities and other projects as needed and performs related duties as assigned
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**Knowledge, Skills and Abilities Required :** Self-motivation, high energy level, strong verbal and written communication skills, high work standards, problem solving, decision making, organizing, ability to manage stressful situations, flexibility, adaptability, and initiative.

**Minimum Qualifications:** Bachelor's Degree - Preferably in Early Childhood Education, Museum Education, Museum Studies or similar field. Able to work in a fast paced environment; Strong critical thinking skills; Excellent organizational, verbal, written and communications skills; Ability to work with culturally diversified individuals; Computer literate;

**Key Competencies:** Self-motivation, high energy level, strong verbal and written communication skills, high work standards, problem solving, decision making, organizing, ability to manage stressful situations, flexibility, adaptability, and initiative.

**Materials and Equipment Used:** Computer, phone, calculator, and copier, Must be able to drive

**I have read and understand the duties and will be able to perform them to the best of my abilities.**

Signature \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_ Supervisor \_\_\_\_\_