



Title: Summer Camp Asst. Teacher

Reports to: Dir. of Education North Campus

Status: Part-time, seasonal

Salary Range: \$8.00 -\$9.00/hour

Assignment: Mon-Fri 8:30-4:30 June

Mon-Fri 8:30-1:00 July -Aug

**Position Summary:** The summer camp assistant teacher will assist with all daily programs and activities scheduled for the rising K-1<sup>st</sup> grade summer camp. Candidates interested in this position must be reliable, punctual, thorough, and enthusiastic. They must be available to teach the weeks of June 18<sup>th</sup> -29<sup>th</sup> 8:30-4:30 and July 9<sup>th</sup> - August 10<sup>th</sup> 8:30-1:00

Assist with all other summer camp responsibilities as schedule dictates.

*Primary Duties and Responsibilities:*

- Assist with setting up the room prior to camp and cleaning up after camp each day
- Attend orientation at the beginning of each week
- Familiarize yourself with camp outlines for each week
- Supervise campers and student volunteers throughout the week
- Familiarize yourself with any behavior and medical issues including allergies
- Prepare drink and snack each day
- Assist teacher setting up individual activities throughout the day
- Communicate with teacher and supervisor immediately if there are behavior problems, accidents, or injuries with the kids
- Supervise kids during lunch
- Interact with kids throughout the day
- Follows all organization policies and procedures
- Other duties as assigned

*Required Education, Skills, Knowledge and Abilities:*

- Must be at least 18 years old
- 2 years of experience working with children
- Outgoing and enthusiastic
- Ability to work independently and as a team member
- Ability to supervise teen volunteers
- Ability to interact professionally with others and represent the museum in a positive manner
- Valid NC Driver's license
- Excellent organizational and communication skills
- Must be able to fulfill scheduling requirements for camp

*Preferred Education, Skills, Knowledge and Abilities:*

- Bachelor's degree in science, education, or related field
- Experience working in an educational organization in a teaching role
- First Aid/CPR certified

*Essential Physical Functions:*

Must be able to sit on the floor, kneel, bend, stoop, reach overhead, lift up to 30 lbs., and must be able to communicate orally

***An application and resume are required for this application***

Please direct all inquiries and complete paperwork to Kelli Isenhour, Director of Education North Campus, [kisenhour@kaleideum.org](mailto:kisenhour@kaleideum.org). All applicants must submit to a drug test, criminal background check, and reference check as part of the pre-employment process.

Position open until May 31, 2018.

**To Apply:**

Send a cover letter of interest and a current resume to

Kelli Isenhour

Director of Programs and Education, North campus

[kisenhour@kaleideum.org](mailto:kisenhour@kaleideum.org)

Kaleideum

400 W. Hanes Mill Rd.

Winston-Salem, NC 27105