



Job Description: Summer Camp Teacher

Reports to: Director of School Age Programs

FLSA Classification: Non-Exempt

Job Description: The Summer Camp Teacher works with all groups in the Summer Camp at PIC. A strong relationship between the Summer Teacher, the Camp Leader, and the members of each teaching team is vital to the success of the position. Each Summer Teacher is expected to contribute to a working environment that is friendly, respectful, open and honest. Summer Teachers are responsible for creating age-appropriate lessons within a defined curriculum area (art, music, movement, etc.) for each day of camp. Summer staff work together to share ideas and to develop joint projects and activities. Within the group, each member is responsible for providing quality care for children and in communicating with families.

Essential Functions

1. Classroom or Child-Centered Responsibilities:

- *Summer Camp Program Planning:* Prepare detailed lesson plans for each two-week summer session with an appropriate balance of independent and teacher-directed activities, a broad range of experiences, and frequent opportunities for children to make choices about what they do. Assure that materials and equipment are available to support planned activities.
- *Educational Activities:* Assist in all aspects of program planning, implementation, within the guidelines of the philosophy of PIC's Summer Camp program, follow developmentally appropriate practices and Department of Public Welfare (DPW) regulations.
- *Physical Environment:* Assist the teaching team in creating a physical space that maximizes independence of children, provides a safe and stimulating environment, enables effective use of space, and provides an attractive and welcoming environment by:
 - ✧ Organizing classroom space in a functional, clean, neat and attractive way that encourages children to use materials as independently as is appropriate
 - ✧ Labeling spaces and materials so that it is clear to children and adults in the room where things belong
 - ✧ Displaying children's work in a way that is attractive and informative to visitors and promotes children's self-esteem
 - ✧ Alerting Program Director to any concerns about cleanliness, needed repairs, or safety.
- *Health, Safety & Nutrition:* Enforce safety rules, intervene when children may injure themselves or others, and promptly alert the teaching team to any injury involving children or staff. Practice infection control principles (proper hand-washing, cleaning and sanitizing toys, tables, etc.). Assist with planning and preparing nutritious snacks.

2. Team-Centered Responsibilities:

- *Summer Camp Teacher meetings:* Participate in regular group meetings for the purpose of discussing the needs of individual children, lesson planning, summer program progress and evaluation and problem-solving.

- *Group coverage:* Ensure that staff:child ratios follow DPW guidelines and, if not, inform the Camp Leader and/or Program Director. Remain on duty if necessary to assure required staff:child ratios, even if beyond scheduled shift.
- *ASC Record keeping:* Assist with record-keeping activities required of the group and ensure the completion of anecdotal records, physical observation, developmental observations and reports, and any other required PIC, DPW, Keystone Stars or other reports in a timely fashion.

3. Organization-Centered Responsibilities:

- *Communication:* Stay abreast of what's happening in the center and keep families informed with updated bulletin boards, current lesson plan, important notices, etc. Be aware of policy, guidelines or other changes by reviewing items on bulletin board and or distributed in mailboxes or via e-mail. Ensure that other members of the team are informed of changes or important information.

Additional Functions

- Ability to be flexible in scheduling to meet the needs of the overall program
- Excellent communication skills, verbal and written
- Honesty, integrity and commitment to confidentiality
- Imagination and sense of humor
- Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos).

Qualifications

- AA or two years of college in a related field (ie., education, child development, recreation, family social sciences) and one years' experience working with children in group care.
 - Candidates with unrelated college equivalent must have one years' experience and 3 credits (45 hours) post-secondary coursework in child and youth development.
 - Candidates with HS Diploma or equivalent must have two years' experience and obtain three credits in child and youth development and three credits in other areas related to after school programming.
- Education and experience requirements must meet the current applicable regulations for DPW, SACCA and Keystone Stars.
- Knowledge of DPW regulations; Keystone Stars level 4 standards; PA Early Childhood Standards; Council on Accreditation criteria. If not knowledgeable, willingness to learn these standards is required.
- *First aid/CPR:* Preference given to candidates with pediatric first aid training.

Physical Requirements and Work Environment

- Be able to lift children up to 50 pounds.
- Be able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day.
- Be able to walk up and down steps several times each day.
- Be able to physically respond quickly in an emergency.
- Be actively engaged and involved with children each day; including planning daily outdoor time in all ranges of temperatures or humidity levels, subject to safety guidelines.
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.
- Be able to travel to various locations for field trips or outings. On these occasions, public transportation or other acceptable modes of transportation may be employed.

Declaration: The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to a Summer Camp Teacher and should not be interpreted as such.

Philosophy: *The Parent-Infant Center supports parenting by enabling children to grow and learn in a safe, stimulating, loving environment.*

We believe that a high quality early childhood program promotes the physical, social, emotional, and cognitive development of young children while also responding to the needs of families. We encourage children to develop at their own pace and we are committed to making each child feel valued and special. We hope our children will grow to believe that they can make the world a better place.

Acknowledgment: I acknowledge that I have read and understand the requirements of this job description, that I have reviewed the center's philosophy, and I agree to abide by them.

Employee's Signature _____

Print Name: _____ **Date:** _____

Revised April 2011