



EBC Summer Enrichment Camp Job Description

Teacher

Job Title: Teacher
Department: EBC Summer Enrichment Camp
Position: Seasonal
Report To: Program Director
Prepared By: Personnel Department
Prepared Date: 2/5/2018
Approved By: Pastor Preston Thompson Jr., Executive Director

Responsibilities: The Teacher will provide academic enrichment lessons and activities in assigned content area. Teacher will be expected to form relationships with campers, parents and staff. The Teacher's job includes, but is not limited to:

- Plan, organize and lead groups of assigned campers in a variety of educational exercises to teach skills, encourage creativity and enjoyment and provide constructive opportunities for developing teamwork and other positive life skills.
- Teach and tutor academic subjects for grades K-6.
- Provide guidance to Senior Counselors, Counselors and Junior Counselors during academic enrichment activities.
- Provide lesson plans to Program Director.
- Adhere to the policies and procedures of camp.
- Instruct the campers in the core academic curricula.
- In the absence of the Director, Teachers are appointed to assume the authority in the administration of the camp.
- Instructs campers in the proper handling of academic equipment and materials.
- Develops and implements special programs as necessary.
- Participates in regular planning and evaluation meetings.
- Assists in public relations and serves as camp liaison between programs and parents/sponsors.
- Maintains a high degree of safety on camp premises.
- Assist director in inventory of supplies and materials necessary for program implementation.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's or Master's degree preferably in education; equivalent combination of education and experience of at least 2 years. Must possess 1 year of teaching with a teacher's certification. Proof of State and Federal background clearance; CPR certified; First Aid certification; strong collaboration, coordination, problem-solving, and organizational skills; and the ability to work effectively with staff, students, parents and community members.

Language Skills: Excellent communication skills (verbal, non-verbal and written)

Physical Demands: While performing the duties of this job, the employee must have the ability to:

- Lift up to 40 lbs.
- Work with children on floor
- Work outdoors in any variety of weather patterns
- Repetitive bending, stretching, and stooping
- Climb up and down stairs
- Have mobility to ensure the safety of children

Work Environment: The work environment characteristics described here are representative of those an employee encounter while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Hours: 15 hours

Comments

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

By signing below, I acknowledge that I have read the above job description. I also acknowledge that it is my responsibility to carry out the above duties.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____