St. Francis
EPISCOPAL SCHOOL

Position Title: **Assistant Summer Camp Instructor (SOTP)**

Reports to: Director of Auxiliary Programs

Work Hours: Monday - Friday
Flexible shifts available between 7:30 am and 4:30 pm daily

Work Calendar: Summer months (May - July)

Description:

The Assistant Summer Camp Instructor (SOTP)supports lead instructors in delivering safe, engaging, and age-appropriate activities while supervising campers and fostering a positive, inclusive environment. This role helps plan and facilitate programs that promote learning, teamwork, and personal growth, while collaborating with staff to ensure a fun, educational, and safe camp experience.

Essential Functions

- Support and engage with campers during activities, ensuring their safety and well-being.
- Assist with educational and recreational activities that promote learning and teamwork.
- Communicate effectively with campers and fellow staff members to foster a positive camp environment.
- Assist in the setup and cleanup of activities and facilities, maintaining a clean and organized space.
- Monitor camper behavior and provide guidance and support to encourage positive interactions.

Essential Tasks

- Assists with lunch duties, including clean up. summer campers at arrival and departure from campus.
- Utilizes curriculum to promote an appropriate instructional program and growth for every child.
- Works cooperatively with administration to promote and enhance the SOTP program.
- Works cooperatively with administration and faculty to promote a positive work environment based on a growth mindset.
- Ensures SOTP facilities are ready to receive students and is responsible for leaving work areas clean and organized.

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- Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Summer on the Point classroom.
- Other duties as assigned by the direct supervisor.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications:

- High school diploma or equivalent (16yrs +)
- Previous experience working with children in a camp or educational setting.

Preferred Qualifications:

- First Aid and CPR certification.
- Experience in planning and leading group activities.
- Knowledge of child development and educational practices.
- Excellent verbal and written communication skills.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- May work in varied extreme outside weather conditions and special activities.
- Ability to stoop, bend, kneel, stand, walk, and reach