EC3 Job Description: Summer Camp Teacher

Reports to: Program Director
Classroom: Summer Camp
Classification: Non-Exempt, Seasonal

JOB SUMMARY
EC3 Teachers plan, implement, and evaluate EC3’s child development program for the children in their care. Teachers are responsible to ensure positive, high-quality care and supervision of the children in their care at all times. In addition, the Teachers are responsible for ensuring that all space, equipment, training, supervision, child care rules and routines, and all records and files in their classroom are maintained and conducted in compliance with the Michigan Department of Human Services Licensing Rules for Child Care Centers.

Major job functions also include lesson planning, food program participation, supervising classroom support staff and volunteers, communicating with parents, and collaborating with coworkers through staff meetings and other activities.

EC3 teachers are supervised by the Program Director. EC3 offers competitive pay, opportunity for bonus pay and generous benefits, continued training and staff development, engaged and loyal families, low staff turnover, and a fun, collegial work environment.

Qualified candidates should submit a detailed resume, three or more professional references, and a cover letter describing their suitability and desire for the position.

EC3 is an equal-opportunity employer and provider.

DESCRIPTION OF DUTIES

Major tasks required:

1. Oversee the planning, implementation, and evaluation of the summer camp program and for a single multi-age classroom of children (aged 6 to 12), to meet their physical, social, emotional, and intellectual needs, based on their individual development. This should be done based on the curriculum standards, teaching methods, and mission of EC3.

2. Supervise the support staff and volunteers of this classroom in a manner that is team-based, inclusive, and respectful.

3. Operate the classroom in compliance with Michigan’s child care licensing standards, Great Start to Quality and NAEYC’s accreditation standards.

4. Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of emergency drills and procedures.

5. Ensure that child care routines are carried out in a manner that is prompt, hygienic, consistent with EC3’s methods and mission, and adhering to research-based child
development principles. This includes routines related to toileting, feeding, resting, hand-washing, tooth-brushing, and transitioning.

6. Ensure that proper nutritional standards and practices are maintained by executing the Child and Adult Care Food Program (CACFP) according to EC3’s process and trainings.

7. Create and maintain a tidy, pleasant, inviting atmosphere in which children feel comfortable and secure, and parents feel welcome and reassured.

8. Ensure that parents receive adequate information about children’s experiences and development at EC3 through daily verbal and written contact.

9. Provide positive guidance and responsive caregiving, tending to children when they express need.

10. Create and coordinate safe and enjoyable activities for all campers, and actively participate in all aspects of the campers’ day.

11. Provide a variety of experiences that promote physical, emotional, cognitive, and social development for the group so that each individual experiences success while at camp.

12. Demonstrate professionalism by timely submission of lesson plans and effective communication.

13. Contribute to EC3’s culture and operations by participating fully in staff meetings, sharing information obtained through outside reading and training, and performing other duties as required.

**JOB REQUIREMENTS**

The 2015 EC3 summer camp program runs from June 8th to September 3rd. Lead teachers will need to be available up to two weeks before camp beings for planning and set up, and through September 4th – at a minimum. Lead teachers will work Monday – Friday, 40 hours per week.

1. Be at least 19 years of age.

2. Have a college degree (Associates or higher) in early childhood education, child development, secondary education, or a child-related field. Have current certification in CPR (infant, pediatric, adult) and first aid.

3. Have the ability to pass an initial and intermittent background checks and receive clearance for working with young children. Ability to pass an initial TB test.

4. Have lead-teaching experience in a full-day, multi-age summer camp program or elementary classroom.

5. Ability to communicate and work with a variety of age and skill levels.

6. Be physically able to sit on the floor and stand for long periods of time, and to move around quickly as needed. Be physically able to lift and carry fifty (50) pounds to chest height. Be physically able to climb and function within and around outdoor playground equipment and public transportation, and walk extended distances.

7. Have a warm, supportive attitude toward children and families of all cultures. Be flexible and willing to adapt to changes in the program. Be willing to accept supervision in order to improve work performance.

8. Be committed to lifelong learning.