

The Presbyterian Church of Jackson Hole
Position Description 2015:
Jesus Oriented Youth (J.O.Y.) Summer Camp Assistant Teacher

A. Title: J.O.Y. Summer Camp Assistant Teacher (SCAT)

B. Qualifications

The SCAT will be responsible to their lead teacher (SCLT) and the Summer Camp Director (SCD) for the implementation of the Jesus Oriented Youth in Jackson Hole Summer Camp ministry.

To fulfill this purpose the SCAT will:

- † Demonstrate a commitment to Jesus Christ as Savior and Lord;
- † Believe in and support the vision and mission of PCJH;
- † Meet assistant teacher qualifications for the State of Wyoming in a Child Care Facility;
- † Assist in implementation of J.O.Y. ministry: Hourly wage based on up to 40 hours p/week with up to 2 days of staff training (June 11 & 12) and up to 10 weeks teaching June 15th - August 26th, 2015 (additional hours may be requested);
- † Possess minimum level of experience in child care or related education;
- † Present a positive impression through written, verbal and relational skills;
- † Work well with others and be a team player;
- † Demonstrate flexibility, organizational and leadership skills;
- † Exhibit attention to time schedules, details and quality.

C. Specific Responsibilities

The SCAT will be responsible for:

† Assisting with program implementation & daily operations with students assigned to their care:

- Assist in implementation of developed curriculum in collaboration with lead teachers and volunteers to promote safe and high quality experiences for the spiritual, academic, and social development of the children;
- Assist lead teacher using established daily program plans and resource materials;
- Assist with supervision of "Counselors in Training" ("CIT's");
- Assist with classroom/student management;
- Share accountability for all students assigned to their care, including attention to safety and transfer of their care at the end of your shift;
- Provide emergency medical care for children and assist with documentation within church and state standards;
- Assist in evaluating student's behavioral performance and resolution of any issues;
- Abide by all PCJH Safe Church Policy requirements and State of Wyoming Child Care Facility regulations;
- Maintain a clean and orderly physical environment;
- Perform other duties as assigned.

† Professional Communication:

- Communications with children/youth, co-workers, parents and congregation

members should always be courteous and respectful, especially in unexpected or difficult situations;

- Assist with daily communication with parents regarding their child’s experiences;
- Communicate as appropriate with lead teacher, SCD or Summer Camp Ast. Director Administrator regarding concerns or issues regarding students, parents, staff or experiences;
- When you are off site, always keep in mind that you are Christ’s ambassadors as well as representatives of PCJH and conduct yourself professionally;
- Follow PCJH’s Safe Church Policy in regards to communication with students via text, email and social networking;
- In the case of disciplinary issues requiring parental involvement, assist the SCLT as needed;
- It is not appropriate to talk, text, page or email when you are on the clock, unless required for work or in an *emergency*, and it is NEVER acceptable while driving;
- Perform other duties as assigned.

† Administration:

- Honestly and accurately record and report your work hours – timesheets are due to the SCD no later than by the end of the day on the 15th or 30/31st of each month;
- Assist to gather & maintain necessary paperwork for students, CIT’s and volunteers as needed;
- Perform other duties as assigned.

† Staff development:

- Assist with being a mentor and coach for the “Counselors in Training” (“CIT’s”) throughout the day’s activities.

D. Accountability

The SCAT is accountable first and foremost to God, the Elders of PCJH (elected representatives), and both the Summer Camp Director and Assistant Director (the paid staff working on behalf of the Elders for advancing and fulfilling PCJH’s mission), as well as to follow the “Administrative Rules for Certification of Child Care Facilities” and the “PCJH Safe Church Policy” at all times.

Employee

Date