

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

**A. Title:** J.O.Y. Summer Camp Lead Teacher (SCLT)

**B. Qualifications**

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

To fulfill this purpose the SCLT will:

- † Demonstrate a commitment to Jesus Christ as Savior and Lord;
- † Believe in and support the vision and mission of PCJH;
- † Meet teacher qualifications for the State of Wyoming in a Child Care Facility;
- † Implement 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 15<sup>th</sup> - August 26<sup>th</sup>, 2015 (additional hours may be requested);
- † Has the necessary skills/professional abilities to fulfill this job;
- † Must meet minimum State requirements for “staff;”
- † 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 SCLT will be responsible for:

- † Program implementation & daily operations with students assigned to their care:
  - Tailor and implement developed curriculum in collaboration with other teachers, assistants and volunteers to promote safe and high quality experiences for the spiritual, academic, and social development of the children;
  - Develop and grow camper’s relationship with Jesus Christ through daily devotionals, while role modeling a spiritual life at work and in your personal lives;
  - Work independently using established daily program plans and resource materials;
  - Supervise assistants and “Counselors in Training” (“CIT’s”), informing them of daily schedule and allocate duties appropriately;
  - Manage classroom program, including material preparation, set-up, take-down;
  - Be accountable for all students assigned to their care, including recording attendance, documentation of issues, attention to safety, and transfer of their care at the end of your shift;
  - Provide emergency medical care for children and document within church and state standards accordingly;
  - Evaluate student’s behavioral performance, document and work with SCD for resolution of any issues;
  - Operate within budget guidelines;
  - 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;
- Communicate daily with parents regarding their child’s experiences;
- Communicate as appropriate with SCD or Summer Camp Ast. Director 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;
- Written communications should be approved by the SCD before dispersing it to parents, so we may all be within the same vision and verbiage;
- In the case of disciplinary issues requiring parental involvement, the SCLT may work directly with the family but must also keep the SCD apprised of the situation and/or ask for their assistance;
- 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;
- Attend weekly staff meetings and devotionals;
- 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 15<sup>th</sup> or 30/31<sup>st</sup> of each month;
- Assist to gather & maintain necessary paperwork for students, assistants, CIT’s and volunteers as needed;
- Perform other duties as assigned.

† Staff development:

- Mentor, coach and supervise assistant and “Counselors in Training” (“CIT’s”) throughout the day’s activities.

**D. Accountability**

The SCLT 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.

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Employee

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Date