



Job Title: Spark Summer Learning Summer Guide

Overtime Status: ☐ Full Time Temp ☒ Part Time Temp (May 29th - Aug. 3rd)

Class: ☐ Sedentary ☐ Light ☒ Medium ☐ Heavy ☐ Very Heavy

REQUIREMENTS

- A. Must be at least 18 years of age and of good moral character
- B. **Certification Requirements:** Must already have or be willing to quickly obtain CPR and First Aid certification, already have or be willing to quickly obtain a Food Handlers Permit, and must fulfill one of the following:
 - Hold a GED and have 3 credit hours in early childhood education, education or child/youth development may be considered
 - Hold a valid state (Nebraska) Teaching Certificate and employed as a staff member or used as a volunteer at a licensed school-age only center that is on the premises of an accredited or approved school
 - Hold a bachelor's degree from an accredited college or university in education, early childhood education, or child/youth development
 - Hold an associate degree from an accredited college or university in education, early childhood education, or child/youth development
 - Hold a Child Development Associate Credential
 - Have a high school diploma or GED **AND** 1500 verified clock hours of experience in organized group activities for school-age children as indicated by a positive reference from a former employer or supervisor
- C. **Experience Desired:** Organized, energetic, excellent verbal and written communication skills, previous experience with leading groups of K-5 children, 5 months experience in a camp counselor or similar role, background in and passion for one or more of the STEAM disciplines and interest in education (particularly interdisciplinary inquiry). Regular, dependable attendance is an essential function of this position.

REPORTS TO: Site Supervisor

RECEIVES GUIDANCE FROM: Site Supervisor, Program Director and President

ESSENTIAL FUNCTIONS:

NOTE: This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.

Performs the following tasks:

- Strong understanding of program policies and protocols
- Maintain safe learning environment for all children; include but not limited to:
 - Check-in/out of all children attending Spark program
 - Maintain records of check-in/out process; includes managing child absences
 - Provide daily updates to parents/guardians during check-in/out
 - Maintain medication records and work with Site Supervisor to administer medications as prescribed
- Ensure children are engaged in activities
- Maintain appropriate discipline
- Work with staff to lead and design one or more weeks of curriculum according to area of STEAM expertise
- Assist in preparing for daily activities/projects
- Assist Site Supervisor on all field trips
- Other duties as assigned

WORKING CONDITIONS:

Works primarily in a climate controlled environment with minimal safety/health hazard potential. Works 10% of the time outdoors and 10% of the time offsite for field trips. Needs to be able to lift 30 pounds, stand for long periods of time. Uses fine motor skills and near vision regularly.