



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: Summer Support Specialist
Supervisor: Summer Camp Manager
Work Hours: 37.5 hours/week
(M-F 8:30am – 5:00pm)

FLSA: Non-Exempt
Classification: Seasonal
Pay Rate: \$17/hr

Summary

Under the direction of the Summer Camp Manager, the Summer Support Specialist works to provide positive social-emotional enhancement, academic, vocational, cultural, and artistic development to youth from diverse backgrounds. This is a six-week summer position. The Summer Support Specialist will be responsible for providing administrative, attendance, and classroom support, bus/meal monitoring, and field trip supervision when required to maintain required ratios.

Essential Job Duties

- Develop, lead, implement, and monitor daily activities for campers.
- Plan recreational activities designed to meet the individual needs, interests, and abilities of campers.
- Create an environment that is conducive to learning and appropriate to the maturity and interest of the children.
- Provide substantial and engaging activities designed to help youth acquire and practice new concepts in challenging and interesting ways.
- Responsible for the conduct, safety, and supervision of youth participating in the program and complies with prescribed agency procedures, such as monitoring the whereabouts of participants, including their arrival and departure.
- Serve as a role model for all campers through appropriate language, attitude, engagement level, participation, and positive interactions with campers and fellow staff.
- Maintain order and ensure adherence to all safety rules and operating procedures during and after all program hours.
- Work in collaboration with Health & Safety Specialist to administer first aid for minor injuries and supervise indoor and outdoor activities.
- Maintain accurate data and tracking records on all assigned youth (i.e. incident reports, attendance).
- Provide supervision and oversight during meals, field trips, and offsite activities.
- Serve as bus monitor when assigned.
- Assist with camp and field trip coordination, setup, and breakdown.
- Required to participate in all Summer Camp duties as assigned by the Summer Camp Manager (indoor and outdoor activities).
- Participate in staff meetings and trainings as scheduled.

- Assist with data collection, parent orientations and meetings.
- Serve as representative to parents, community members, and others.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Comply with applicable safety and emergency requirements including demonstrated ability to fulfill responsibilities and report concerns about issues such as child abuse, domestic violence, bullying, etc.
- Promote an inclusive, welcoming, and respectful environment that embraces diversity.
- Foster academic and non-academic skills and broadens participant's horizons.
- Implement curricula and program activities, including the ability to plan, organize, and conduct group activities and related events.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Promote responsible and healthy decision-making among all participants.
- Develop leadership, team-building, and self-advocacy skills among participants.
- Ability to develop and maintain an effective working relationship with children, supervisors, other staff, and parents.
- Effective communication skills, both verbal and written.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor children's activities, and complete records.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.
- Drive agency vehicles to and from field trips and camp events.

Qualifications

- Associate degree with at least one (1) year of experience working in a structured youth program or high school diploma with at least two (2) years of experience working in a structured youth program.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:



Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.