Job Title: Language and Learning Instructor
Position reports to: Camp Director; Day Camp Coordinator
Salary Range/Hours: $9-$12 per hour; 35 Hours per Position

Position Summary: Under limited supervision, instructs classes, plans lessons and directs the class activities for the language, and cultural studies programs

Qualifications:
- Upper level Undergraduate or Graduate student with training certification or expertise in the subject area, a degree in education on a language content area would be helpful
- Proven ability to function as an effective instructor.
- Excellent communication, listening and problem solving skills in dealing with children.

Duties and Responsibilities:
- Craft a diverse and fun curriculum to appeal to a variety of camper ability and interest levels
- Create a course description for the classes the instructor will teach after discussions with the Director
- Submit an overview of the class to the Camp Director prior to the camp opening.
- Submit a list of necessary supplies to the Camp Director for approval prior to camp opening.
- Instruct all classes as scheduled.
- Manage and monitor camper behavior throughout the course of the class instruction
- Take daily attendance and notify day camp office of any absences
- Notify Site Director immediately of problem situations or student issues
- Refer to all first-aid situations to Camp Nurse.
- Assist with the proper storage and utilization of equipment.
- Must abide by the standards of professional conduct established for Day Camp employees of the College.
- All camp employees are hired with the understanding that they will be available to work every day that camp is in session.
- Must adhere to the dress code established for Day Camp: casual shirt, shorts/slacks, sneakers. Sandals are not permitted.
- Additional duties as required for the efficient and safe operation of the camp.
- Attend all scheduled staff and Division meeting and the pre-camp staff training
- Attend all performances scheduled for classes taught by the Instructor.
- Create weekly lesson plans and send to camp director for approval

Mandatory Training & Clearances:
- Attend all scheduled staff meetings
- Attend staff training prior to the start of camp
- United Educators online course “Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children.
- Act 33/34 and FBI Fingerprint Clearance
- Mandated Reporter Training (Act 31)

General Camp Information:
- 500 population of campers ranging ages 4-15
- Campus environment with staff and students on site
- Urban area with some campers traveling from rural parts of city
Physical Requirements:
  Sit: 50%
  Stand: 50%
  Walk: 20%
  Stoop/Bend/Kneel/Squat: 0%
  Hear: Continuous
  Speak: Continuous
  See: Continuous with 20/20 acuity
  Conducting skills (arm/ body motions): 80%