



Position Title: Summer Program Staff

Reports to: School Based Youth Program Director

Description: Responsible for daily activities and supervision of The Collaborative Summer Camp for campers age 5 - 14 years old.

Hours: 40 hours/week from 8:30am - 4:30pm. *Must* be available from June 26th - August 9th.

Salary Range: \$15-18 per hour based on experience.

Location: Flood Brook School, Londonderry, VT

Work Duties:

- Develop and plan activities that incorporate program goals into the daily routine.
- Maintain a safe and secure environment and administer appropriate disciplinary procedures.
- Adhere to the Vermont Child Care Licensing Regulations.
- Provide a warm and caring atmosphere for campers.
- Work as a team with other staff and program volunteers.
- Prepare and facilitate activities that are developmentally appropriate for the age of the children.
- Provide campers with the appropriate leadership during the program.
- Responsible for all activity, room preparations and clean up for the program.
- Communicate with the parents through daily drop off and pick up.
- Maintain a safe environment for participants.
- Follow and enforce all safety policies. Assist with participant check-in/out.
- Prepare appropriate data collection, record keeping, and reporting functions of the program.

Required Knowledge, Skills, and Abilities:

- Knowledge of Child Development
- Knowledge of Positive Discipline
- Ability to prioritize and manage multiple tasks
- Ability to delegate and seek assistance

Personal Qualities:

- Commitment to The Collaborative's mission and success
- Team player and self-directed

Required Knowledge, Skills and Abilities:

- Be at least 16 years of age
- Have one of the following:
 - Minimum of 3 months direct work/volunteer experience with school age children or
 - Vermont On-The-Job Training certificate or

- Vermont Afterschool Professional Credential or
- Vermont Program Director Credential or
- Vermont Teacher Licensure or
- Master's Degree in a youth-related field

To apply:

Email your cover letter and resumé to amanda@thecollaborative.us.