

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Summer Academic Program Instructor (Position No. 2546)
Salary: Hiring Rate \$20.00 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Mon-Fri; 3 hours per day. **Employment to begin May 22, 2023**
This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or GED required with a minimum of two years of college in the field of education and/or teaching experience (or related); or any equivalent combination of education, training, and leadership/supervisory experience which provides the requisite knowledge, skills, and abilities for this position.

GENERAL STATEMENT OF JOB: Under supervision, assists Summer Academic Program Coordinator with an accelerated learning program for children ages 5 to 12. Instructs learning programs and evaluates outcomes. Prepares materials and program areas. Contributes to program pre-planning. Reports to Summer Academic Program Coordinator.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office and athletic equipment, machines, tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for moderately active work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Conducts and executes an accelerated learning program with children ages 5 to 12 within a summer camp environment.

Assists Academic Program Coordinator and contributes to the process and success of learning activities and program planning.

Organizes and prepares program supplies for accelerated learning activities.

Prepares participation reports and learning assessments. Evaluates pre and post program learning outcomes.

Directs Camp Counselors to prepare program areas for daily activities including set up and clean up.

Manages participant conduct issues and interventions.

Monitors participants to maintain their safety as they play and participate.

Reports injury and incidents involving participants to Program Coordinator.

Follows program grant guidelines. Conducts the program within departmental policies and procedures.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

March 17, 2023
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