



Extended Care Position Summer 2019

Job Title: Summer Programs Extended Care Staff
Department: Summer Programs
Reports to: Mrs. Diane Sutton, Director of Summer Programs and
Ms. Liza Riolo, Associate Director of Summer Programs and Coordinator of
Summer Extended Care
FLSA Status: Non-exempt
PDS Status: Part-time, seasonal, non-benefited

Employment Opportunity: Providence Day Summer Programs is seeking qualified applicants for Extended Care Staff positions. This position is ideal for those who have experience working with children in a fast-paced environment and have good decision-making abilities.

Dates of Employment: June 3, 2019 through August 2, 2019, including training prior to active assignment, based on experience.

Responsibilities: Responsibilities may include, but are not limited to:

- Organizing, supervising and instructing children enrolled in the Extended Care program
- Preparing program materials and crafts
- Preparing and organizing snacks
- Assisting campers during the lunch hour
- Assisting carpool operations
- Operating the Snack Shack
- Supervising children at the camp water park
- Directing and/or escorting campers, families, and groups around campus
- Running campus errands
- Assisting camp directors as needed
- Other related responsibilities

Qualifications: Candidates should demonstrate flexibility and a natural affinity for children. He or she should have superb organizational skills, initiative, and the ability and desire to work effectively as a team member. An upbeat, positive attitude is a must!

Salary: Individual hourly rate determined by experience.

Application Process: Applicants should submit an employment application online at:

<https://providenceday.campintouch.com/ui/forms/application/staff/App>

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