



## **JOB DESCRIPTION**

**Job Title:** Auxiliary and Summer Programs Assistant

**Supervisor:** Auxiliary & Summer Programs Coordinator

**Job Classification:** Hourly Non-Exempt

### **Job Summary**

The Auxiliary and Summer Programs Assistant will work alongside the Auxiliary & Summer Programs Coordinator ("Programs Coordinator") with the development of a quality Summer Camp Program and After School Program at the Bearss Avenue Campus, located at 1515 W. Bearss Avenue, Tampa, FL. The position is also responsible for various administrative tasks, which may include ordering supplies, coordinating schedules and completing all necessary reports related to Summer Camp and After Care at the Early Childhood Campus (ECC) and the Bearss Avenue Campus.

Note: This is a part - time position, immediate hire.

### **Essential Duties**

#### **Summer Camp:**

1. Assist in the development of programming, ie: weekly themes, daily activities, lesson plans
2. Assist with payroll process for all Carrollwood Day School Summer Camp Programs, as needed
3. Coordinate quality and safety of Summer Camp/ Before and After Care programs.
4. Assist in monitoring the school website to keep all Summer Camp information current and communicate any changes to the Summer Programs Coordinator.
5. Assist Summer Program Coordinator in checking campers in/out, as needed
6. Assist in ensuring that all program/staff schedules are completed, as needed
7. Assist in overseeing/managing staff in the absence of the Programs Coordinator
8. Assist the Programs Coordinator with any tasks related to the ECC Summer Camp program, as needed
9. Perform any other duties as assigned.

**After Care Program:**

1. Supervise the day -to- day activities of the Bears Avenue After School Program, 3 days a week
2. Assist in bridging the gap between the school day staff and after care staff to help implement projects that align with the school day curriculum.
3. Assist with the payroll process for all Carrollwood Day School After School programs, as needed
4. Assist in monitoring the school website to keep all After School program information current and communicate any changes to the Summer Programs Coordinator.
5. Assist in overseeing/managing staff in the absence of the Programs Coordinator
6. Ensure the maintenance of accurate program and administrative records.
7. Ensure that the Multi Purpose Room is kept clean, organized, and free of litter after shift
8. Be responsible for knowing, understanding, training and executing all Carrollwood Day School policies and emergency procedures associated with the program.
9. Interact effectively with the After Care Staff as a total system, with students' best interest in mind.
10. Assist with the various administrative tasks necessary for the program to run efficiently.
11. Perform any other duties as assigned

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- Upon hire, completion of Carrollwood Day School provided First Aid and CPR certification.
- Minimum 2 years experience relating to camp, youth programs, recreation, working with children, or in a related field.
- Demonstrated knowledge of practices, procedures, activities, and programs as they relate to youth
- Strong interpersonal communication skills

### **Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly indoors, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may occasionally be performed on field trips away from school. The noise level in the work environment is usually moderate.