



EXTENSION SUMMER OPERATIONS ASSISTANT

OUR MISSION: Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

ABOUT US: Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

JOB SUMMARY: Oregon Episcopal School seeks an enthusiastic, team oriented individual to be its Extension summer operations assistant. The operations assistant will support OES Summer Program classes and assist during lunch and recess. The operations assistant will collaborate with the summer programs staff including the assistant team, operations and safety coordinator, assistant directors, and director to implement the program in accordance with established guidelines and policies. The assistant will work closely with the operations and safety coordinator to facilitate all camp operations, camper drop-off and pick-up, and to provide administrative office support. This position requires a high degree of interaction with students, families, and other departmental staff. A key determinant of success in this position is the ability to communicate effectively with students, families, colleagues, and the public. The operations assistant will abide by and promote all COVID-19 health and safety practices required by the state and Oregon Episcopal School.

This is an hourly, seasonal position that comes with paid sick leave. Schedule will be determined and agreed upon prior to the start of the summer and will include 4.5-8 work hours per day between the hours 8:00 am-4:30 pm, Monday through Friday. Position starts June 28th (for training) and runs through August 27th, 2021.

COVID-19 SPECIFIC ESSENTIAL DUTIES:

- Follow and promote all practices in the Health and Safety Practice doc.
- Attend and complete all extended trainings that support health and safety practices for the Summer Programs.
- Follow all state COVID-19 regulations and safety models.
- Complete daily COVID-19 health screening, must be completed each morning prior to arriving on campus.
- Required to receive the first and second dose of COVID-19 vaccine prior to start date of camp (7/6/2021)-Contact hiring supervisor with any questions.

ESSENTIAL DUTIES:

- Assist in summer classes each week as assigned by collaborating with instructor or partner to meet support needs.
- Assist with lunch, recess, and AM and All Day class dismissal.
- Maintain and model student support and management protocols language, and procedures that promote inclusion, positive behavior management strategies, growth mindset techniques, development of problem solving skills and support self-esteem.

- Provide a positive and healthy role model so students can feel emotionally/ physically safe and empowered while they (learn to) negotiate through open communication.
- Provide a quick and effective response to questions and issues that arise during the work day.
- Provide a caring environment with respect for students' individual differences.
- Provide careful and concentrated supervision of play areas to ensure students' safety.
- Attend all trainings and staff meetings starting 7/28/2021.
- Maintain (or be willing to obtain) current CPR and First Aid certifications.
- Other duties as assigned from team leads, assistant directors, and director.

MINIMUM QUALIFICATIONS:

- Experience supervising young children (Pre-k – 5th grade) in a childcare and/or educational setting
- Knowledge of developmentally appropriate activities for children and understanding of child development
- Intercultural competency, ability to lead diverse groups of students, ability to interact appropriately and respectfully to colleagues, students, and family members of all backgrounds, commitment to equity and inclusion
- Basic digital literacy, proficiency with web based and other applications as appropriate to job duties
- Ability to pass a criminal background check

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent conflict management skills
- Responsive, problem solving orientation, ability to provide exceptional customer service to all parents and family members of campers
- Emotional intelligence and interpersonal skills, ability to maintain positive relationships with students, families, and colleagues

PHYSICAL REQUIREMENTS:

- Mobility sufficient to move about the campus and assure the safety of young children
- Ability to sit at a computer and keyboard for brief to moderate periods
- Ability to communicate clearly with students, parents, and coworkers

COMPENSATION: \$15 to 16 per hour depending on experience

APPLICATION INSTRUCTIONS:

Visit www.oes.edu/careers to learn more about OES and then fill out the [OES Extension Summer Operations Assistant Application](#).

NOTE FOR INTERNAL CANDIDATES: Login to the payroll system as normal, search for *My Career*, then select *Search for Jobs*. This brings up a menu of all open positions and you apply easily from there.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.