



POSITION DESCRIPTION

Title: Zephyr STEAM Academy Guide
Reports to: Zephyr STEAM Academy Director

Position Summary: The Zephyr STEAM Academy Guide is a vital role responsible for leading a classroom of students through engaging and educational STEAM (Science, Technology, Engineering, Art, and Math) activities during our week-long summer program. Guides will foster a fun and interactive learning environment, encouraging creativity, problem-solving, and critical thinking. This is a stipend-based position covering the week of camp. Guides can either utilize pre-designed curriculum provided by the Academy or develop their own STEAM-focused curriculum, subject to review and approval.

Job Duties:

Pre-Camp Preparation:

- Communication: Respond promptly to all STEAM Academy communications and updates.
- Pre-Camp Meet & Greet: Attend the scheduled meet and greet to become familiar with the space, procedures, and fellow staff members.
- Activity Review: Review all camp activities in advance and become confident enough with the materials and procedures to independently lead a group of students.

Camp Week Responsibilities:

- On-Site Support: Support the Director in overseeing the daily operations of the camp, ensuring a safe and organized environment. Be present on-site throughout the entire camp week.
- Staff Assistance: Assist the Director in supporting instructors, counselors, and volunteers, providing guidance and addressing any immediate needs.
- Participant Engagement: Interact with participants, fostering a positive and encouraging atmosphere. Assist in addressing participant concerns and ensuring their well-being.
- Activity Support: Assist instructors with activity setup, material distribution, and clean-up.
- Problem Solving: Assist the Director in identifying and resolving any logistical or programmatic challenges that may occur.
- Communication: Support the Director in maintaining clear communication with staff, volunteers, participants, and parents/guardians throughout the week.
- Daily Wrap-up: Participate in daily debriefs with staff to review the day's activities and plan for the following day.

Post-Camp Wrap-up:

- Program Evaluation: Assist the Director in gathering feedback from participants, staff, and parents/guardians.
- Inventory & Storage: Assist in the inventory and proper storage of all camp materials and equipment.
- Report Assistance: Assist the Director in preparing the final report summarizing the camp week.

Qualifications:

- High school diploma required
- Experience working with children in a camp, educational, or recreational setting preferred.
- Strong communication and interpersonal skills.
- Ability to work effectively with children, staff, and volunteers.
- Knowledge of STEAM concepts and activities is a plus.
- Excellent organizational skills and attention to detail.
- VIRTUS trained
- Ability to follow directions and work collaboratively.
- First Aid and CPR certification preferred (or willingness to obtain).

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.

Signature: _____