



## Job Title: Summer Summer Scholar

### Position Overview:

Summer Program Educators teach STEAM curriculum while supervising a group of students, providing leadership, content, and ensuring a fun safe learning environment. Educators present educational activities in a fun, engaging manner that sparks student interest, while ensuring tools and materials are used correctly. Aside from leading activities, educators are also responsible for leading free time activities and ensuring the safety and well-being of students.

### Essential Job Functions:

- Direct supervision and leadership of up to 16 students per week.
- Effectively and safely teach STEAM education skills and supervise a group of students during on campus activity blocks and free time as an educator
- Deliver Course Curriculum
  - Instruction and facilitation of course workshops and activities
  - Demonstrate various technique and tools
  - Set up and maintain equipment
- Provide a safe, positive and supportive environment for students to challenge themselves
  - Encourage students to come up with new and innovative ideas
  - Promote collaboration and teamwork
  - Create and supervise emotionally healthy environment for students
  - Lead team building activities to develop community and respect
- Manage student health and safety:
  - Utilize approved safety practices in all activities and non-program supervision time
  - Escort and oversee students
  - Checking on children with medical needs to ensure they have taken any required medication
  - Manage student allergies or medical needs
  - Provide appropriate First Aid and submit written reports to Health Supervisor
- Organize recreational activities, supervising to ensure student safety, explaining rules, and acting as referee as needed.
- Maintain a tidy and orderly classroom
- Participate in staff meetings and training sessions

### Other Job Duties:

- Assist with arrivals and departures of students
- Take pictures of students and activities for use in marketing and social media
- Light cleaning of the classroom and facility as needed
- Communicate directly with parents as needed.
- Complete designated paperwork, reports, etc.

- Rotate through program support duties and community jobs including general cleaning, dishes, and program support
- Other duties as assigned as an educator

### **Relationships:**

Summer Program Educators lead their individual classroom. Their success is dependent on a collaborative relationship with the Academic Director, Program Director, Junior Counselors and STEAM owners. Open and clear communication are key to these relationships, as well as willingness to support and help others as needed.

### **Qualifications:**

- STEAM Scholar
  - Minimum 1 Year College
  - Minimum 19 Years Old
- Highly motivated to teach, learn and practice STEAM skills
- Proven experience as Camp Counselor or similar role working with children
- First aid- and CPR-certified preferred

### **Skills and Other Characteristics:**

- Energetic and positive personality
- Patient and reliable, but able to be strict when needed
- Organizational and communication skills
- Basic computer, google docs, email and Microsoft office skills required.
- Exceptional customer service skills
- Great problem solver
- Outgoing
- Critical Thinker
- Flexible and able to handle unexpected situations
- Hiring contingent on successfully passing a background check.

### **Working Environment:**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods: moderate lifting such as setting up chairs and moving educational tools. The position will involve working both indoors and outdoors. The working hours will vary depending on need and will require weekend and evening work. Educators must wear masks when working with students until further notice.