Position: Summer Camp Instructor
Reports to: Senior Manager of School and Family Programs
Status: Seasonal, Non-exempt
Schedule: June 2020, 7:30am – 3:30pm, M-F

**POSITION SUMMARY**
The Summer Camp Instructor is a currently certified classroom teacher who will plan and implement a camp curriculum appropriate for middle school students and/or rising 1st-5th graders that meets the mission of the Gardens while incorporating both art and science activities. The teacher will work with the Manager of School and Family Programs to create the curriculum, plan activities, organize materials, and deliver the content. The teacher is responsible for delivery of content, safety and behavior management of the class, and contact with parents when needed. Camp sessions run throughout the month of June.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
Responsibilities include, but are not limited to the following:

- Be available for camp preparation which entails working alongside the Senior Manager of School and Family Programs in the spring to develop weekly plans that fit the themes for each week. Materials & supplies order list should be substantially complete no later than 2-3 weeks prior to camp.
- Be available during the week before camp to ensure the room is set and materials are in good supply.
- During camp sessions, arrives no later than 7:45 am and leaves no earlier than 3:30 pm.
- Be prepared for camper drop-off at 8:30 with indoor/outdoor spaces set for the day’s activities.
- Maintains safety as a top priority.
- Never leaves camp group unattended without prior arrangements made with the Senior Manager of School and Family Programs.
- Remains aware of weather, including heat. Instructor should return to cover (classroom) on first thunder.
- Remain with group during lunch.
- Able to get children excited about plants, science, and the natural world.
- Make every day as fun as possible ensuring children are treated with respect and kindness.
- Ensures that the class room is clean and set for the next day.
- Effectively uses camp counselors to assist with the program.
- Takes personal phone calls only after students are dismissed.
QUALIFICATIONS
- Certified classroom teacher
- AED/CPR certified
- Must pass drug screening, fingerprinting and a Level 2 background check.