



## EMPLOYEE JOB DESCRIPTION

**JOB TITLE:** Summer Program Staff

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### **Our Mission**

*Zion Lutheran School provides a Christ-centered approach to education. This education nurtures the child's faith, equipping him/her to use and share that faith on a daily basis.*

### **Our Vision**

*That every child knows Jesus as his or her personal Lord and Savior*

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**JOB GOAL:** The Staff of the Summer Program shall strive to develop and maintain an atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth.

**REPORTS TO:** Summer Program Director

### **REQUIREMENTS:**

1. 18 years of age or older
2. Must be willing and able to be CPR certified
3. Must be willing and able to complete online Mandated Reporter training
4. Must submit to a background check
5. Available to work 20-40 hours per week
6. No more than 1 week (7 working days) unpaid vacation

### **PERSONAL QUALITIES:**

1. Exceptional interpersonal skills
2. Strong work habits
3. Strong oral communication skills with students, parents, and staff
4. Models professional and ethical standards when dealing with students, parents, peers, and community
5. Models spiritual maturity in leading students towards Christ and in spiritual growth
6. Cooperative attitude with coworkers and parents

### **DUTIES AND PERFORMANCE RESPONSIBILITIES:**

#### **1. Interactions with children**

- Provides a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should allow the child to grow and explore.
- Responsible for a group of 15 to 20 children on a daily basis
- Responsible for the health, welfare, and safety of the children
- Ensures confidentiality of privileged information
- Manages children's behavior and acts as a role model and mentor
- Ensures all children are engaged in daily activities
- Interacts with the children and encourages their involvement in activities
- Maintains standards of student behavior needed to achieve an environment which reinforces the overall goal of forming young men and women with strong morals and character

#### **2. Planning and Implementation**

- Assists in planning, preparing, and implementing daily activities (indoor/outdoor) as they relate to the curriculum and schedule

- Assists in planning age-appropriate activities that keep children active and help them develop skills, teamwork and sportsmanship
- Assists in planning activities that give children the opportunity to participate in activities that are both recreational and educational
- Facilitates activities that give children a sense of accomplishment that comes from mastering techniques and completing projects
- 3. Willingness to work in a setting that adheres to and teaches Biblical teachings**
- 4. Works with other staff members to form a positive, supportive team atmosphere**
- 5. Maintains adherence to all school policies and procedures, including safety requirements**