



JOB DESCRIPTION

Position Title:	<u>Summer Day Camp Aide</u>
Employee Classification:	Part-Time Seasonal, Hourly
Work Schedule:	9:00a - 5:30p m & tu 8:00a-6:00p, w & th (circle one or both)
Reports to:	Day Camp Supervisor, Leads, Directors
Supervises:	Children
Job Summary:	The Day Camp Program Aide is responsible for assisting the counselors in the implementation of activities and ensuring each child is cared for during all times of the day. This position is designed to be a first job for ages 14+.

SENSITIVITY STATUS

Because Mountain Top Explorium (MTE) Summer Day Camp positions may involve direct contact with children, MTE requires that the incumbent in this position must have a clear criminal history that bears on his or her fitness to have responsibility for the safety and well-being of children.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Administrative:

- Maintain a safe and healthy environment
- Maintain state regulated teacher to child ratios
- Administer organization according to the Colorado Department of Human Services Rules and Regulations, and local Health and Fire Department regulations
- Performs related work and special projects as assigned. Assist other divisions/departments as required.
- Work specific shifts as assigned. Regular, predictable and dependable on-site workplace attendance is an essential function of the job.

Curriculum/Classrooms:

- Manage and direct programs according to Mountain Top's mission statement and goals

- Responsible for keeping Day Camp facility clean and in good appearance throughout the day
- Responsible for cleaning day camp facility at end of each day
- Responsible for the supervision, well-being and care of children and youth attending MTE programs. Ensure positive interaction, maintain even control and resolve disciplinary problems.
- Lead program activities, organize play and structured classes, and ensure children and youth are engaged and fully participating.

Parent Relations:

- Maintain positive communication with parents, written, and in person
- Answer phones, provide information on programs, create a welcoming environment to visitors and parents.

Safety:

- Adhere to and enforce Mountain Top Explorium's safety policies, procedures and practices in order to ensure the safety of guests and staff.
- Be aware of important safety practices, and observe, document and report unsafe situations to Directors.
- Participate in safety training and respond to emergencies in an effective and appropriate manner that is consistent with common safety practices.
- Complete accident/incident reports as required.

Training:

- Attend MTE training, orientations, and meetings.
- Maintain skills and abilities to effectively carry out all job functions.

EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- To qualify for this position the candidate or employee must pass a criminal background check.
- Must be at least 14 years of age
- At least one past summer of enrollment in MTE Summer Day Camp program is preferred

LICENSE OR CERTIFICATIONS

- The candidate or employee must receive clearance for child abuse and neglect as determined by the Colorado Department of Human Services.

EFFECTIVE DATE

February 2022

Note:

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts MTE's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. MTE is an "at will" employer, and MTE employees may be separated from MTE employment at any time and at the discretion of management.

Mountain Top Explorium is an Equal Employment Opportunity Employer. MTE does not discriminate against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, sexual orientation or any other status protected by federal, state or local law.