



## **Summer Camp Teacher's Assistant**

**Location: New Hope Elementary School, Madison County Elementary School, Owens Cross Roads Elementary School**

**Required Days and Hours: Monday – Friday;  
7:30 AM – 2:30 PM at NHES & MCES  
8:30 AM – 1:30 PM at OCRS.  
(Extended hours occasionally due to field trips.)**

**Status: Summer Employment**

**Multiple Positions Open**

**Interview/Audition Required**

**Submit application to The CARE Center's Administrative Office Building at 5451 Main Dr. New Hope or to Andrea Bridges at [abridges@thecare-center.org](mailto:abridges@thecare-center.org)**

**Qualifications:**

- 1. High School Diploma or GED equivalent preferred. Upper level high school students may be considered.**
- 2. Some college preferred.**
- 3. Academic skills-proficient in elementary/middle school reading and math.**
- 4. Must be able to clear an Alabama Department of Education Background Check.**
- 5. Must be able to lift up to 40 lbs.**
- 6. Must love and respect children!**
- 7. Evidence of efficacy and willingness to be a team player**
- 8. Must possess a pleasant disposition and excellent communication skills.**
- 9. Must possess character traits worthy of a good role model for students/parents.**

**Hourly rate ranges from \$8.00 to \$10.00 per hour.**

**This is a PT position requiring 35-40 hours per week.**

**Vacancy opened until filled.**

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### **DUTIES AND RESPONSIBILITIES:**

1. Follow all policies and procedures of The CARE Center, Madison County Board of Education, local school and policies set forth for the 21<sup>st</sup> CCLC Program.
2. Implement all daily activities of the summer camp program as assigned, including carrying out program schedule, participating in all program activities, monitoring and enforcing rules and regulations, maintaining a safe environment, completing and collecting any necessary paperwork and distribution and collection of program supplies.
3. Assist Site Director in carrying out program objectives and collecting relevant data.
4. Actively assist teachers during morning academic sessions.
5. Exercise sound judgment in addressing behavior problems.
6. Maintain appropriate customer service at all times (customer=students, parents, club leaders, NHES faculty and staff, coworkers).
7. Exhibit enthusiasm for the program and curriculum being taught. Be actively involved each day.
8. Ensure facility and equipment is well taken care of at all times.
9. Escort children to and from activities and restrooms.
10. Issue and control equipment and supplies.
11. Attend meetings and training sessions as required.
12. Perform custodial maintenance tasks when required.
13. Other related duties as assigned.