



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Preschool Summer Camp Counselor**

St. Anne School, an independent Catholic school in Laguna Niguel, is seeking an exceptional preschool summer camp counselor to join our community. We are looking for a talented, energetic, hard-working, team player to join our strong faculty.

#### **RESPONSIBILITIES:**

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, goals of the school, as well as the decisions made by Board of Directors and administrators.
- Insure the health, safety and welfare of all students.
- Hold in strict confidence all matters pertaining to school.
- Adhere to all policies and procedures as outlined in the parent/student handbook and employee handbook.

#### **DEFINITION:**

The preschool summer camp counselor will assist and/or lead in the indoor and/or outdoor classroom environment. Responsibilities will include, but not be limited to, the following:

#### **DUTIES:**

- Set a good example according to camp objectives.
- Be enthusiastic.
- Planning and implementing activities for campers is also required of counselors.
- Participate in all activities with your campers.
- Encourage and facilitate your camper's participation in all activities by implementing appropriate strategies, such as visual structure and reinforcement.
- Make sure all equipment and supplies are ready and set-up for activities in advance.
- At the conclusion of the activity or day, counselors are expected to handle clean up.
- All counselors will share and rotate responsibilities.

## **QUALIFICATIONS:**

- Minimum of 12 qualified units in Early Childhood Education (ECE) required.
- Administrative experience preferable.
- Acquired skills in providing tender loving care and support to children.
- Skills and abilities to maintain friendly and successful communication with parents.
- Ability to establish successful teamwork with other teaching staff.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an indoor and outdoor setting; with potential exposure to all types of weather and temperature conditions, noise and heights.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; walk long distances around campus and off campus sites; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Hourly, non-exempt employee, 8 a.m. to 6 p.m.: Must be able to work flexible schedule and irregular work hours. Summer camp starts June 11, 2018 to August 3, 2018.

**Reports:** Director of Summer Camp

This is an hourly non-exempt position. Please send cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org).