



PEF Summer Enrichment Program – Camp Instructor

Nature and Scope of Job

The Camp Instructor for the PEF Summer Enrichment Program monitors, instructs and supports the students assigned. Responsibilities include providing a nurturing and enriching environment that meets the mission of the Summer Enrichment Program, and responding to student needs.

Providing a successful Summer Enrichment Program requires that all staff play a significant role in the educational and enrichment activities of the students. The Camp Instructor reports to, and works closely with, the Lead Camp Instructor, who will determine the lessons and order materials for the activities. All summer staff positions should support and communicate effectively for program success. A group of up to 10 students will be assigned to each Camp Instructor.

Job Functions and Responsibilities

The Camp Instructor shall:

1. Be professional to ensure a high-quality program is delivered.
2. Supervise children for their health, safety, and well-being.
3. Use effective communication skills for addressing students, teachers, parents, and visitors.
4. Make sound judgment calls in emergency situations, etc.
5. Be creative and flexible with solutions as needed.
6. Possess a genuine concern for the welfare of the students under their care.
7. Take direction from the Lead Camp Instructor.
8. Defer continued behavior issues to the Lead Camp Instructor, though do intervene with redirection and positive reinforcement when possible.
9. Supervise students during snack and recess.
10. Maintain at max a 1:10 teacher, student ratio.

Hours: Onsite hours from 12:45 - 5:15 pm Monday through Thursday from June 10 – July 11, 2019.

Locations: Throughout Pasadena and Altadena on PUSD campuses.

Compensation:

Camp Instructors will be paid an hourly rate of \$15 per hour for the hours worked. Camp Instructors are non-exempt, part-time employees of the Pasadena Educational Foundation (PEF) and will not be eligible for benefits. Employment eligibility is contingent on verification and completion of W-4 and I-9 forms, and the outcome of your background check.

Apply: Interested applicants can apply at www.pased.org/summer.