

Job Description

Job Title: Summer Camp Teacher

Reports to: Summer Camp Director and Coordinator

Prepared by: Rivendell School

Job Description:

The Summer Camp Teachers will supervise up to 20 students in a classroom setting. They will prepare and teach lessons designed with a specific theme. They will communicate with families via email and in person. They will sometimes supervise lunch and/or recess. Their scheduled day is from 7:45am - 3:30pm, Monday through Friday, when camps are open. Teachers are expected to complete required training (potential for stipend pay) and hiring paperwork.

Responsibilities:

1. Supervise children while learning, eating, playing, and at recess.
2. Complete necessary training prior to camps.
3. Maintain clean and sanitary work space.
4. Contribute to the positive and productive work environment.
5. All new summer staff will complete their first 4 weeks of camps with a Mentor teacher.

Work Period: May 27, 2025 - August 08, 2025 (Summer Position)

Hours - 7:45am - 3:30pm, M-F, except when camp is closed for holidays

There are 52 work days for the summer 2025.

Education and Experience:

- Must be 18yrs or older
- Must complete required training (6 modules online through PDIS) on your own time prior to camp beginning, and provide documentation of completion

Pay:

\$165 - \$175/day depending on the number of weeks working

Essential Job Functions and skills:

1. Be on time to supervise students.
2. Work collaboratively with a co-teacher as equal partners in delivering your camp.

3. Read and understand the Summer Camps Operations manual.
4. Create and prepare for lessons; obtain materials within a given budget.
6. Management of student behaviors consistent with the school's philosophy and approach to discipline of natural consequences and empathy (Love and Logic).

Other Job Duties:

- Maintain your own timesheet.
- Attend training sessions as needed.
- Any tasks that may arise related to the success of the summer camp program.
- Our campers spend a lot of time outdoors; teachers should come to camp prepared to spend time outside.
- Relationships: The Summer Staff will work collaboratively with internal and external individuals and groups to ensure the enhancement of the camp operation.

Physical Requirements:

This position requires the ability to present yourself in a professional manner, communicate, listen to others, observe others' actions, read text and information, comprehend instructions and manuals, plan and organize, and physically move about the school.

To Apply:

1. Go to <https://www.rivendell-school.org/about-us/employment/> to find an application.
2. Submit your resume and completed application to fallon@rivendell-school.org.