



## EXTENDED DAY AND SUMMER CAMP STAFF

### Job Description

**PART-TIME**

#### MISSION OF CITY ACADEMY

City Academy transforms children, families and our community through exceptional education and bold expectations that empower children to overcome barriers.

#### SUMMARY OF POSITION

Highly motivated professional staff member with a passion for kids, ability to work collaboratively with families and colleagues and a natural desire to provide a caring environment for all.

##### Extended Day 3p-6p

- Reports to Extended Day and Summer Program Coordinator
- Provides academic enrichment/instruction/monitoring/mentoring
- Leads students in STEAM, arts, crafts and other activities
- Actively engages with students at all times
- Ensures that students are on task and adhere to outlined schedules
- Positive, energetic, creative, organized and knows how to have fun with kids
- Salary \$11/hour

##### Summer Camp 12p-5:30p

- Reports to Extended Day and Summer Program Coordinator
- Leads students in STEAM, arts, crafts and other activities
- Actively engages with students at all times
- Ensures that students are on task and adhere to outlined schedules
- Positive, energetic, creative, organized and knows how to have fun with kids
- Salary \$11/hour

#### ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES

- Implement activities and day-to-day functions in accordance with schedule
- Log student attendance daily
- Maintain City Academy expectations during both extended day and summer camp
- Report all health-related incidents/occurrences to Nurse
- Report all behavioral incidents/occurrences to Extended Day and Summer Program Coordinator

#### SUPPORT OF EDUCATION PROGRAM

- Provide support and flexibility to students and teachers alike when there is a need to adjust schedules or provide coverage in the event of absences
- Assist with daily lunch/recess duty and logging lunch count when needed

To apply:

Qualified applicants should submit a cover letter and detailed resume to:

Kimberli Wilson

Extended Day and Summer Programs Coordinator

[kwilson@CityAcademySchool.org](mailto:kwilson@CityAcademySchool.org)

While the position description is comprehensive, it is not exhaustive. The staff person, under this title, will also complete any duties as assigned by the Extended Day and Summer Programs Coordinator.

---

Extended Day & Summer  
Programs Staff

---

Date

---

Extended Day & Summer  
Programs Coordinator

---

Date