

**JOB DESCRIPTION:
Program Assistant –
Summer Camp**



Woodinville Montessori School
a nonprofit organization

SUMMARY:

This position is a full-time assistant in an Early Childhood or Elementary classroom of children ages 3 to 12. The Program Assistant works to provide an engaging, nurturing prepared Montessori environment. The responsibilities include managing lunch, recess and naptime and helping supervise a safe and engaging before and after program for students. This individual is a detailed observer, creative thinker and collaborative teammate with a strong interest in Montessori philosophy and has a love for learning and children.

CALENDAR / FTE:
Summer Camp / 1.0

STATUS:
Non-Exempt / Hourly

COMPENSATION / HOURS:
\$20 - 24 / 8:30 am – 5:00 pm

DEPARTMENT / LEVEL:
Auxiliary Program / Entry

REPORTS TO:
Director of Auxiliary Programs

DATE:
June 20 – August 16, 2024

DUTIES: (include, but not limited to)

- Oversee safety and well-being of students.
- Focus on the children and their safety as the highest priority at all times.
- Supervise lunch time, naps and play time.
- Assist in preparation of interesting and relaxing before and/or after camp activities.
- Maintain camp attendance records.
- Help students in cleaning and care of environment and equipment.
- Do general cleaning of school common areas including kitchen, laundry, CH, and bathrooms.
- Move tables and chairs as needed.
- Convey parent or student concerns to classroom teachers.
- Document accidents, illnesses, and behaviors on appropriate documentation forms

EDUCATION/CERTIFICATION REQUIREMENTS:

- Must be 18 years or older.
- High School Diploma required. Bachelor’s degree preferred.
- Classes in or certification in child development are preferable.
- Infant/Child & Adult CPR (to be completed within 14 days of hire)
- First Aid (to be completed within 14 days of hire)
- HIV/Blood-borne Pathogens (to be completed within 14 days of hire)
- Food Worker Card (to be completed within 7 days of hire)
- Child Care Basics (to be completed within 14 days of hire)
- DCYF Portable Background check (to be completed within 7 days of hire)
- Professional record up to date in MERIT Registry

SKILLS AND EXPERIENCE REQUIREMENTS:

- Previous experience working with early learners in an educational setting.
- Knowledgeable enough to perform procedures independently with limited supervision

KEY PERFORMANCE CHARACTERISTICS:

- Work with children in a warm, patient, calm, respectful and confident manner.
- Be organized, attentive to details, able to multi-task, and a careful observer.
- Maintain confidentiality.
- Maintain a calm demeanor in a busy, highly flexible environment.
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence.
- Achieve and maintain positive relationships with students, staff, and parents.
- Use tact, courtesy, and good judgment.
- Model and monitor appropriate student behaviors and communication skills.

- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

WORKING CONDITIONS:

- Must remain flexible to meet the immediate needs of students, staff, and school.
- Is required to handle multiple tasks simultaneously and prioritize.
- May experience frequent interruptions.
- May work outside in all weather conditions.

Physical demands:

- Is required to stand for at least 3 hours and walk at a fairly rigorous pace for at least 1 hour.
- Sit on and get up from the floor or ground; reach with hands and arms; and stoop, kneel, crouch, crawl, climb, and balance.
- May lift, move, or hold a range of weight from 10 to 50 pounds, frequently, (Occasionally, lift, move, or hold weight more than 50 pounds)
- Walk and run after children on a playground or as needed.
- May lift, move, or hold a range of weight from 10 to 50 pounds, frequently. (Occasionally, lift, move, or hold weight more than 50 pounds)
- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities to monitor the environment and children's well-being.
- Able to fully participate in activities.

Mental and emotional demands:

- Focuses on the children and their safety as the highest priority at all times.
- Able to tolerate noisy and busy children.
- Communicates with colleagues and parents under stressful conditions.
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude

OFFICE and SOFTWARE SKILLS:

- E-mail and internet proficient, and basic Word

UPON HIRE:

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires employees to provide fingerprints.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read this Program Assistant job description and I understand the qualifications. I certify that I am qualified to carry out these duties as described above.

Applicant Signature _____ Date _____

Supervisor signature _____ Date _____