



Job Title: Summer Camp Activity Staff

Job Classification: Temporary, part time; no more than 28 hours per week

Hours: Shifts 7:00 a.m. to 1:00 p.m. or 12:00 p.m. to 6:15 p.m., M-F

Compensation: \$12-14+, DOE

Position Purpose:

Activity Staff members support the overall camp experience by providing fun and engaging activities that support the safety and social-emotional development of the students.

Essential Job Functions:

Activity Staff are responsible for providing enrichment activities (arts, crafts, robotics, coding, etc.), supervision, and care to students before and after the main camp day as well as assisting Camp Instructors during the camp day.

Duties will include:

- Planning, developing, and leading creative activities in the Makerspace
- Facilitating developmentally-appropriate games and activities
- Supporting the social-emotional development of the students by mediating conflict, and maintaining an emotionally safe environment
- Maintaining a positive and professional relationship with parents and students
- Actively monitoring and engaging with students during free play time
- Actively supervising the outdoor playground, Makerspace, gym
- Prep and clean up of activities and Makerspace as directed
- Assisting Camp Instructor during lessons
- Photographing camp activities and blogging on camp website
- Maintaining the Makerspace inventory
- Applying firm, yet fair discipline

Other Job Duties:

- Communicate effectively with all staff, parents, and children
- Make children and parents feel welcome
- Completing necessary documentation; verifying parent or guardian signatures of attendance sheets
- Be an enthusiastic member of the Create Academy team
- Responsible for opening or closing tasks daily
- Light administrative duties such as filing, copying, documentation

Relationships:

This position reports directly to the Camp Director, but may work independently, as a team, or under the direction of a camp instructor. This position is often the first line of contact with parents.

Equipment Used:

No specific equipment used however, training will be provided on Makerspace tools and equipment

Qualifications:

- Demonstrate genuine concern, kindness, and respect to all staff, parents and children
- Display a high level of integrity and responsibility
- Be a self-starter, able to work independently as well as effectively contribute as part of a team
- Meet the minimum age requirement of 18 as dictated by Municipality of Anchorage Child Care Licensing codes
- Experience working with children in an education or child care capacity
- Completion of high school or equivalent or will do so in the near future
- Must successfully pass a background check

Physical Aspects of the Job:

Work environment is typical of a school environment however this position involves daily exposure to weather elements. Candidate must possess adequate vision, hearing acuity, physical ability, strength, and stamina to perform the required responsibilities of activities associated with supervision and program delivery; ability to lift 35 pounds.

Create Academy Summer Camp

May 28 - August 2, 2019

Week-long intensives for inspired, imaginative, inquisitive kids!

Who We Are:

Pacific Northern Academy is an independent, non-profit early childhood, elementary and middle school in Anchorage. We expect students to be active participants in their own education, to continually challenge themselves, and to communicate clearly and respectfully. From Early Childhood through 8th grade, students learn to utilize good judgment, to treat others with compassion, and to act with vision, courage, and integrity as they develop intellectually and personally. Students, teachers and parents at PNA work in partnership to create a community of learners dedicated to education.

About Create Academy:

Create Academy is the place where science, art, technology collide with a whole lot of creativity. Students are immersed in the creative process and learn new skills to take their creations to a whole new level. Each day is started by asking, "What problem will I solve, what challenge will I overcome, what question will I ask today?" Students will spend time in the Skill Lab learning new skills and build upon prior knowledge. They will get outside and explore nature to find inspiration for their creations. Collaborate in groups to develop an innovative solution to tackle a real world challenge and invent during open create time in the Makerspace. Create Academy is open to all students and is an extension of the style of learning offered during the school year at Pacific Northern Academy, an independent non-profit early childhood, elementary and middle school in Anchorage.

Weekly topics:

May 28-31	Camp Staff Training
June 3-7	Green Thumb Gardeners
June 10-14	Robotics
June 17-21	Let's Play!
June 24-28	Animal Adventures
July 8-12	Future Surgeons
July 15-19	Bubble Bonanza
July 22-26	Breaking News!
July 29- Aug 2	Swirling Sculptures

Application Procedure:

Visit the *Contact and Employment* page on our website www.pacificnorthern.org for more information and to download an application. To apply for this position, please send a resume, application and at least **three** professional references who can attest your experience working with children to:

Attn: Renae Bookman
Director of Enrichment and Early Childhood Programs
Pacific Northern Academy
employment@pacificnorthern.org

Equal Opportunity: PNA is committed to a guideline of equal opportunity. Applicants will be evaluated in regard to qualification without regard to race, color, religion, age, sex, national origin, marital status, sexual preference, medical condition, or any other classification protected by law.