



## Childcare Summer Group Supervisor

**Summary:** The CSGS is responsible for providing quality care for children participating in North Light's school age summer day camp program by meeting their needs in a safe, nurturing and stimulating environment while maintaining a welcoming atmosphere for their parent/caregivers.

**Classification:** Hourly Employee, \$10/hr

**Reports to:** Director of Children's Services

**Supervises:** Program Aides

**Work Schedule:**

Summer – regular schedule is weekdays, 30-40 hours weekly.

### Responsibilities

- Direct supervision of children participating in childcare programs
- Plan and execute age appropriate activities for group
- Keep up to date with Keystone STARS professional development training
- Assist with program planning
- Record keeping as related to program
- Implement enrichment activities (art, music, literacy, math, science)
- Engage participants in recreational activities
- Prepare and serve snack
- Assist with special events
- Maintain equipment and program supplies
- Special projects as assigned
- Supervise program aides including volunteers

### Qualifications

- At a minimum, 30 credit hours in education, child development, special education, or human services and two (2) year experience with children **OR** a bachelor's degree from an accredited college or university, including 30 credit hours in education, child development, special education, or human services and one (1) year experience with children
- Understanding and commitment to North Light's mission and role in the community.
- Computer literacy including proficiency with office technology; website software, databases, online social networks a plus.
- Ability to communicate clearly in person and in writing
- Excellent interpersonal and relationship-building skills to effectively work with diverse individuals (colleagues, parents, volunteers, constituents), both one-to-one as well as in groups.
- Thorough, organized and detail-oriented approach to work.
- Ability to plan, prioritize, coordinate, and manage own work, meeting deadlines.
- Ability to take direction but also make decisions and solve problems independently, effectively and creatively as appropriate.
- Ability to be flexible & creative in responding to new challenges.
- Willingness to work as a team member to accomplish overarching organizational goals.
- Ability to lift 30 pounds.

Please submit a transcript and resume to [kbrier@northlightcommunitycenter.org](mailto:kbrier@northlightcommunitycenter.org)