



SDFAS Mission

San Diego French-American School offers an exceptional bilingual education within a vibrant international community, preparing students to become confident, responsible and engaged global citizens.

SDFAS Core Values

Open-mindedness. Intellectual Curiosity. Integrity. Empathy. Resilience.

JOB DESCRIPTIONS

***Summer Camp LEAD COUNSELOR &
Summer Camp ASSISTANT TEACHER
2021-2022***

6 week-long sessions from June 21 - July 30

Groups for Ages 2-5 (Preschool)

Groups for Ages 6-10+ (Elementary & MS)

-LEAD SUMMER CAMP COUNSELOR-

(Reports to Enrichment Programs Manager/Summer Camp Director)

Essential Functions (this list may not include all of the duties assigned)

- Participates in the development and implementation of program activities within operational goals.
- Responsible to lead and assist with the teaching of activities to meet session goals; actively participates in all program areas, as assigned.
- Assumes responsibility for a unit of campers and guides their experiences
- Provides for the progression of activities within the framework of individual and group interests and abilities.

- Incorporates teaching of camp and other special skills and an appreciation of the outdoor activities into the program.
- Participates with and supervises activity units or modules.
- Assists in program areas such as sports, field trips, all camp activities and arts and crafts, as directed.
- Maintains high standards of health and safety in all activities for campers and staff.
- Assures campers are properly supervised at all times; be aware of and implement safety guidelines as outlined in San Diego French American School guidelines.
- Responsible for campers receiving their medications as directed by Enrichment Manager or Summer Camp Supervisor.
- Is alert to campers and staff needs and assists them with personal and/or health problems; consult with camp Enrichment Manager or Summer Camp Supervisor., when appropriate.
- Is alert to equipment and facilities to ensure safe utilization, proper care and maintenance is adhered to; reports repairs needed promptly to camp director.
- Provides supervision to campers as bus monitor/chaperone.
- Planning, supervision and implementation of the Camp program in accordance with the goals and policies of San Diego French American School.
- Follow all emergency procedures appropriate to San Diego French American School and in conformity with the procedures adopted by the emergency service authorizes to ensure the safety of all members, volunteers and staff.
- Provide needed direction and guidance to staff and program participants.
- Maintains clear and positive written and verbal communication with all internal and external clients.
- Contributes to the diversity emphasis of the program by ensuring that all materials, activities and programs are sensitive to and reflective of the interest, values and needs of persons of all racial/ethnic groups, cultures, religions and abilities.
- Adheres to all the school's policies and procedures.
- Observes all safety precautions and complies with all the school's health and safety rules and procedures.
- Attends required staff meetings.
- Attends pre-camp staff training and mid-summer in-service training.
- Assists with other camps/programs, as assigned. May be called upon to fill any camp role.
- Perform other duties, as assigned.

-SUMMER CAMP ASSISTANT TEACHER-

(Reports to the Enrichment Programs Manager/Summer Camp Director)

Essential Functions (This list may not include all of the duties assigned)

- Provides care, protection, continual growth opportunities and enjoyment of all assigned campers.
- Maintains records of attendance for morning and afternoon extended care.
- Delivers and implements program activities.
- Ensures all programs delivered comply with safety standards.
- Assists campers with appreciating and accepting of one another and teaching skills that will add to the campers' competence and security.
- Replenishes program materials as needed. Provides Summer Camp Supervisor with lists of needed supplies.
- May be called upon to provide backup staffing for day camp.
- May be called upon to provide logistical support to camp staff, including purchasing, delivering or prepping camp supplies and/or snacks.
- Takes photos of campers and staff, as directed.
- Works cooperatively at all times with day camp staff and volunteers.
- Sets up and cleans up program areas daily.

- Maintains a current inventory list of all craft supplies and equipment and provides this list at the end of each camp.
- Planning, supervision, and implementation of the Camp program in accordance with the goals and policies of San Diego French American School.
- Follow all emergency procedures appropriate to San Diego French American School and in conformity with the procedures adopted by the emergency service authorizes to ensure the safety of all members, volunteers and staff.
- Provide needed direction and guidance to staff and program participants.
- Makes appropriate recommendations for the coming year.
- Assists with other camps/programs, as assigned. May be called upon to fill any camp role.
- Performs other duties, as assigned.

-REQUIREMENTS for ALL SUMMER CAMP POSITIONS-

Basic Requirements

- All staff must be at least 18 years of age by June 1, 2021. Some roles require staff to be at least 21 years old.
- To work in Preschool camp groups must have 12 ECE units validated and approved.
- Must be able to obtain CPR/First Aid Certification prior to the first day of work.
- Must be able to transport self to and from camp on a daily/weekly basis.

Key Competencies for All Positions

- Demonstrated competencies in Program Development and Implementation, Staff and Volunteer Management, Interpersonal Relationships, Team-building, Mentoring and Development of Youth, Safety and Security, Risk Management, and Outcomes Measurement.

Office Equipment/Machines/Electronic Devices

- Personal computer and printers, telephone, fax machine, copier, digital camera, digital media, audiovisual equipment, and other miscellaneous office equipment. Collaborative computing platform proficiency, notably with Google Suite of computing tools.

Physical Requirements

- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, talk, hear, and perform repetitive motions.
- Ability to perform light work exerting up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Heavy visual acuity required performing such activities as preparing and analyzing data and figures, using computers, and reading.