Summer Camp at Goodman Community Center is a place for children from all backgrounds to play, socialize, learn and grow. A summer camp teacher is responsible for the overall supervision of all children enrolled in program. Summer camp teachers carry out daily activities, ensure the safety and physical well-being of the children, maintain daily communication with parents, and work within the childcare team to provide a high quality summer camp experience!

Hourly Position: Monday-Friday (40 hours/week). Program hours are 7:30am-5:30pm
Reports to: Assistant Director-Childcare Programs

Job Responsibilities

Program for Children

- Ensure all children in program are tracked according to GCC expectations.
- Create and post child care schedules and lesson plans and ensure they are carried out consistently and that they are developmentally appropriate.
- Engage children as individuals in a way that allows them to grow at their own abilities.
- Support children in their social-emotional development using various approaches including Positive Behavior Supports and Conscious Discipline.
- Intentionally plan disguised learning opportunities focused on literacy and STEM encouragement.
- Support physical activity and nutrition education efforts by leading SPARK physical education activities, creating nutrition and healthy eating opportunities, and ensure time is allowed for children to be active during the program day.
- Work with co-teachers and program manager to address any child behavior concerns.
- Effectively use GCC behavior guidance techniques to help children develop the ability to become self-disciplined.
- Revisit plans and adapt lesson plans, field trips, and activities to meet the needs of the group you are working with.

Administrative Duties

- Follow policies and procedures of Goodman Community Center’s Childcare Program.
- Be knowledgeable of and adhere to state licensing regulations and be familiar with city accreditation standards.
• Read the weekly announcements posted in the classroom and record any important information in the staff communication binder.
• Respect confidentiality of GCC families and staff.
• Keep accurate record of hours worked in ADP time recording program.
• Check email at least 2 times each week and respond to requests in a timely manner.
• Communicate program concerns immediately to Childcare Administrative Team for further follow up.
• Attend all pre-program trainings and staff meetings before camp begins and any planned meetings scheduled during the duration of camp. Parent orientation takes place May 10, 2017.
• Complete any daily, weekly, or monthly paperwork as it ties into your assigned shift (master attendance, staff ratio sheet, daily meal counts, etc).

Environment
• Ensure a safe and healthy program environment by assisting with daily and weekly tasks.
• Regularly clean and restock classroom materials and shared Goodman spaces.
• Maintain classroom organization and encourage children to respect their classrooms and clean up after themselves.
• Work with classroom co-teachers to plan culturally inclusive and developmentally appropriate activities that support different cultures, backgrounds, and age levels.
• Communicate any space concerns or program needs to program manager.
• Role model and work with children to understand the goals of GCC including the Goodmanship values.

Parents
• Maintain daily, open communication with parents.
• Record all medical incidents in the med log and complete any necessary paperwork regarding program incident reports or fix its.
• Communicate child concerns and family needs to co-workers and program manager.

Required Qualifications:
• 18 years of age or older.
• Graduation from high school.
• Completed two non-credit department approves courses in early childhood education or two courses for credit in early childhood education (one broad based) or its equivalent from an institution of higher education.
• Strong organizational skills.

Preferred Qualifications:
• Familiarity with State of WI Child Care Licensing Rules and Regulations and City of Madison Accreditation Guidelines.
• Valid driver’s license with a clean driver’s license and willingness to drive a 15 passenger van.
• Experience working with staff and families from diverse backgrounds and experiences.