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CAMP FIRE SNOHOMISH COUNTY
CAMP KILLOQUA
After School Program- English Crossing

Job Description

Position: Lead – Program Staff

Responsible to: Program Director

General Responsibilities:

1. Works as a team with other program staff and program director.
2. Communicates with parents on programming, and behavioral issues
3. Sees that each child is provided a positive experience.
4. Is concerned with safety and well-being of each child.
5. Abides by the Personnel Requirements and Obligations of Camp Fire Snohomish County.
6. Held to Camp Fire Standards and Washington State school age child care standards.

Specific Responsibilities:

1. Responsible for program, safety and well-being of children, never leaving children alone without a staff member, reporting all accidents immediately, and considering age and ability when planning program with the children.
2. Plans with and coordinates other staff in regards to programming and children's behavior issues. Consults with the program director.
3. Make sure that facility is cleaned up and put back at the end of each night.
4. Helps children make snack menu chooses and makes/post weekly snack menu
5. Monthly newsletters to Families to keep them informed
6. Maintain child records, attendance records and fire drill records
7. Ensuring compliance with licensing requirements is met.
8. Have regular meetings with program director.

Essential Functions:

1. Ability to communicate and work with children, parents and other staff
2. Abilities to observe children's behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to hazards related to the activity.

Qualifications:

1. At least 21 years old
2. Have a high school diploma or equivalent;
3. Have management experience in a related field
4. Have at least twenty college credits in education, youth development or a related field , Associates or Bachelor's Degree preferred;
5. Experience working with school age children
6. Valid Washington State Driver's license
7. Emotionally mature and in good health.
8. Enjoy children
9. Possess a willingness to learn, to teach, and to work with others.

Preferred qualifications already obtained:

10. Pass National Criminal History background check and state license background check
11. Valid CPR and First aid Card (or ability to get one with in the first month of starting of work)
12. 20 hours Basic Stars training (or ability to get waved)
13. TB test
14. HIV/AIDs and BBP training card from approved site (or ability to get one with in the first month of starting of work)
15. Food handlers Permit (or ability to get one with in the first month of starting)

CAMP FIRE USA SNOHOMISH COUNTY COUNCIL
CAMP KILLOQUA

Position: Program Staff

Responsible to: Program Director

General Responsibilities:

1. Works as a team with lead program staff and program director.
2. Sees that each child is provided a positive experience each day
3. Is concerned with safety and well-being of each child.
4. Abides by the Personnel Requirements and Obligations of Camp Fire Snohomish County.
5. Helps to Camp Fire Standards and Washington State school age child care standards.

Specific Responsibilities:

1. Assists lead program staff in- safety and well-being of children; never is alone with a child, reports all accidents immediately, and considers age and ability when planning program with children.
2. Consults with the lead program staff and program director in regard to programming and children's behavior.
3. Shares with lead program staff in making sure that facility is cleaned up and put back at the end of each night.
4. Have regular meetings with program director

Essential Functions:

1. Ability to communicate and work with children, parents and other staff
2. Abilities to observe children's behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to hazards related to activities.

Qualifications:

1. At least 18 years old
2. Have a high school diploma or equivalent;
3. Experience working with school age children
4. Valid Washington State Driver's license
5. Emotionally mature and in good health.
6. Enjoy children
7. Possess a willingness to learn, to teach, and to work with others.

Preferred qualifications already obtained:

8. Pass National Criminal History background check and state license background check
9. Valid CPR and First aid Card (or ability to get one with in the first month of starting of work)
10. 20 hours Basic Stars training (or ability to get waved or obtain in a timely manner)
11. TB test (or ability to get one with in the first month of starting of work)
12. HIV/AIDs and BBP training card from approved site (or ability to get one with in the first month of starting of work)
13. Food handlers Permit (or ability to get one with in the first month of starting)

