



JOB SPECIFICATIONS

JOB TITLE: TCA CAMP STEM Counselor/Instructor

REPORTS TO: TCA CAMP STEM Camp Director

LOCATION OF JOB: TCA CAMP STEM Summer Youth Site:

NORDC St. Bernard Rec Ctr. 1500 Lafreniere St NOLA 70122

SUMMARY OF JOB:

The TCA CAMP STEM Counselor/Instructor are experienced leaders that will provide guidance, exciting, yet educational instruction and direction in a professional manner to the campers in a safe and nurturing environment. Camp Counselors/Instructors will be directly supervised by the Camp Director, and under the direct supervision of the TCA Youth Program Specialist. Period of employment includes Tuesday, May 31, 2016 through Friday, July 29, 2016.

JOB Duties:

1. Provide leadership, energy and team spirit. Always assess the group dynamics and the needs of the individual campers.
2. Implement the curriculum as written, adapting it as needed to improve the camper experience and/or accommodate individual campers.
3. Teach and supervise organized games, activities, team sports, and free-play.
4. Attends all team and staff meetings, orientations, trainings as required and requested by NORDC, TCA President/CEO, and TCA Youth Program Specialist.
5. Deliver TCA CAMP STEM curriculum to campers. Ensure that the programmatic schedule and activities are implemented in accordance with the program plan.
6. Follow TCA CAMP STEM staff dress code and act professionally at all times. Observe and comply with the TCA CAMP STEM/NORDC Youth Camp Policies and Procedures Manual.
7. Escort and participate in all field trips, service provider activities, culmination activities and classroom instruction.
8. Responsible for supervising a team of at least 12 campers during the TCA CAMP STEM program, as well as on field trips and/or special events. Maintain discipline and structure to the program and field trips.
9. Pay attention to detail when completing assignments and while supervising campers.
10. Distributes and collects forms, equipment and/or supplies.



11. Maintains the integrity of the program and TCA through intended and inadvertent actions.
12. Responsible for instruction of the campers, applying classroom and behavior management techniques that promote a positive learning environment in addition to creating a safe space for youth to learn with minimal distraction.
13. Follows TCA & NORDC Policies & Procedures and updates and informs the camp director daily of occurrences and events that may seem important, challenging, or problematic including incidents with youth and their families, employees, volunteers, etc., completes incident reports and assures that they are provided to the camp director in a timely manner.
14. On swim days be prepared to be in the water with the campers or available on deck for bathroom needs and emergencies.
15. Assist in development of the weekly TCA CAMP STEM newsletter.

QUALIFICATION REQUIREMENTS:

The applicant must demonstrate leadership potential and have significant experience working with youth in a structured environment. Applicant must enjoy working with youth and possess customer service skills in order to serve the campers, their families, and partnering agencies, companies, and organizations. Applicant must have the ability to work as part of a team.

Applicants will need to complete the TCA background screening, which includes record check, drug testing and reference validation. Applicant is required to complete the Darkness to Light online training program and CPR requirement.