

**JOB TITLE:** Part Time Program Assistant (After School & Summer Camp)

**REPORTS TO:**  Director

**LOCATION:** Rock Hill SC

**Work Hours:** 2:30pm – 6:30pm Monday- Friday (Hours may change depending on the needs of the program.)

**SUMMARY OF DUTIES**

Report to and assist the Program Coordinator with daily activities and lessons

## **RESPONSIBILITIES**

* Plan and conduct daily program activities and lessons for all age groups
* Communicate with the Program Coordinator any behavior or any other issues concerning students
* Responsible for conducting all planned lessons and activities
* Pre pare snack or meals
* Keep room neat and orderly
* Clean up room after program is finished
* Be flexible and adaptable to new situations

**WORK EXPERIENCE**

## 

## Minimum: 1 year of experience working with school-age children

## Preferred: 1 year of experience programming for school-age children

## **EDUCATION REQUIREMENTS**

Minimum: Currently in High School or have a High School Diploma or GED

Preferred: Associate’s Degree (In related field)

## **Skills and Qualifications:**

Must have previous experience working with elementary school age children, Written Communication Skills, Dependability, Attention to Detail, Must be at least 16 years of age

**Applicant must be dependable and able to pass a background check. Salary is based on experience.**

If you are interested in applying for this position, please apply online at [www.campflight.org](http://www.campflight.org). Click on our contact page and complete the form.