

# **OUR NEIGHBORHOOD EMPOWERED**

## **SUMMER CAMP**

### **JOB DESCRIPTION**

**Reports to:** Program Director

**Supervises:** Participants and Volunteers

**Status:** Part-Time Hourly \$10.00 hr

**Camp Time:** Monday-Thursday 1:00-4:00 pm

**Coaches Schedule:** Monday-Thursday 12:30- 4:30 pm

The Mission of Our Neighborhood Empowered (ONE) is to positively impact Oklahoma City by partnering with and supporting our neighbors. ONE is located on the campus of OKC First Church of the Nazarene with outreach to the surrounding apartment complexes and select Putnam City Original (PCO) schools. We provide after school enrichment programs for K-12 grade and function as a central resource for the adults in our community.

#### **POSITION:**

Coaches will serve as the classroom teacher for our child & adolescent programs that support families in the community. Coaches will engage regularly with both the students and their families in their everyday work.

#### **JOB DUTIES**

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- Utilize developmentally appropriate practice and best practice methods at all times
- Be a positive role model for all caregiving staff and children
- Be warm and nurturing with the children
- Engage children in activities and play that stimulates their development
- Assist children with homework completion, school projects, individually designed reading notebooks and social skill development exercises.
- Maintain an environment that is clean, organized, and safe for all children
- Manage a large group of children utilizing appropriate and trauma-informed techniques
- Interact with parents daily and speak with them about their child(ren)
- Maintain a professional self-image and project the values of the organization at all times

#### **EXPECTATIONS:**

1. Show up on time for programs & events
2. Advocate for the mission of ONE
3. Read, sign, and follow Employee Handbook
4. Participate in all training events
5. Quarterly evaluations with Program Director/Executive Director

#### **QUALIFICATIONS:**

1. High School diploma or GED.
2. At least 18 years of age.
3. Experience in leadership with children and youth.
4. Driver's License and clean driving record
5. Able to pass a background check
6. Essential Functions

- The ability to lift and carry 25-pound materials
- Frequently ascends/descends a 15-passenger van without assistance
- Positions self for physical activities with students at their level
- Able to observe children during work hours