
UNITY IN LEARNING



EARLY CHILDHOOD ASSISTANT

Job Title: Early Childhood Assistant

Reports To: Camp Directors

Primary Location: Rudolf Steiner High School, 2230 Pontiac Trail, Ann Arbor MI

Terms of Employment

The Early Childhood Assistant is a specialized Summer Camp Educator role. Summer Camp Educators must be available to work Monday through Friday (including some early mornings and later evenings), June 15, 2020 – September 3, 2020, and are required to attend a week-long training from June 7 -12, 2020. The Early Childhood Assistant will be paid an hourly rate of at least \$11/hour based on professional experience. Summer Camp Educators are eligible for one, unpaid week of vacation throughout the summer, if desired, pending approval by the Camp and Public Programs Director. Summer Camp Educators may be required to work overtime during some weeks of camp.

Essential Duties

- Participate in a full week of paid staff training from Sunday, June 7-Friday, June 12, 2020.
- Act as the program lead for the Tykes Preschool Camps from July 6th through August 7th including the development and maintenance of the curriculum, plan, materials, and facilitation of the program for all 5 weeks. (No unpaid vacation will be granted in this time frame.)
- Work the week of July 1st through 5th to prepare the Tykes Preschool Camp program.
- Act as a mentor to other summer camp staff in age appropriate work with campers ages 4 to 6.
- Plan and facilitate 6 weeks of nature and science-themed camps targeted for youth ages 6-13, including some off-site trips when the Tykes Preschool Camp program is not occurring.
- Provide high quality customer service to campers, parents, and community partners.
- Care for, maintain, and develop high-quality program supplies and equipment; Maintain cleanliness and safety of all program and office spaces.
- Ensure safety of site, activities, and participants; report any accidents, injuries, and safety concerns as required by camp licensing guidelines. Deliver first-aid and emergency care as necessary according to certification.
- Effectively communicate and coordinate with all members of the UIL camp team to ensure overall success of programming; Complete necessary camp paperwork.
- Provide direction and coaching to assigned high school volunteers.
- Work in all weather conditions.
- Other duties as assigned.

Required Qualifications

- Must be at least 18 years of age.

- Current certification or ability to be certified in Adult and Child CPR/First Aid (A one-day CPR/First Aid training is provided at no cost to staff the first week of June—check website for details. If staff is unable to attend provided CPR/First Aid training, staff member must obtain the credentials at their own cost, prior to the first day of camp.)
- Able to receive a clean [criminal background check](#), [central registry clearance](#), and three positive references (from non-relatives) prior to being hired.
- A strong and active interest in learning and personal growth, including the ability to conduct self-assessment and to give and receive feedback with colleagues.
- One or more of the following:
 - Enthusiasm for sports and physical activity, especially leading others in sporting activities
 - Ability to play a musical instrument(s) and willingness to play with/in front of kids; Willingness to learn and sing songs in a group.
 - Certified as a Lifeguard, Early Childhood Educator, or Interpretive Guide (through NAI).
 - Knowledge of Michigan's [natural history](#)
- Ability and willingness to work outside in all weather conditions, walk long distances and on uneven terrain, and lift at least 50 pounds.
- Ability and willingness to work in an environment which includes exposure to environmental allergens including, but not limited to, dust, mold, pollen, live birds, insects, and other animals, and unvaccinated individuals.
- Ability and willingness to effectively communicate with diverse audiences.
- Positive and enthusiastic attitude.

Desired Qualifications

The more of these qualifications you possess, the stronger your application will be, but lack thereof does not rule you out of a position as long as you meet the above stated requirements.

- Previous experience working with youth. Particularly with children ages 4 to 6.
- Experience and ability to work well independently and as part of a team.
- Bilingual in English and Japanese, Korean, or Mandarin
- Demonstrated public speaking skills and ability to communicate with enthusiasm.
- Computer literacy on a Microsoft-based platform.
- Strong organizational skills.
- Bachelor's degree or two years of experience in camps, education, environmental education, interpretation, recreation or a related field.

How to Apply:

Only online applications are accepted: <https://www.lesliesnc.org/camps/camp-jobs> Applications are reviewed on a rolling basis with preference given to those who apply early. You will need the following materials to complete your application:

- Your preference for which mini group interview day you would prefer to attend—
- Contact information for three references that are persons unrelated to the applicant (including phone and email)
- A current resume (PDF only)
- In replacement of a cover letter, please provide answers to these short-answer questions (300 words or less per answer, PDF only)
 - What inspired you to apply for a position as a Unity in Learning Summer Camp Educator? What would you hope to learn or achieve in this role?
 - Summer Camp Educators are responsible not just for leading camp, but also for planning

educational camp activities, completing paperwork, cleaning camp buildings and caring for materials. In addition, Summer Camp Educators work with and are responsible for the safety of all campers and volunteers, ages 4-17. What do you anticipate would be the most challenging aspect of this job for you, and why?

- Describe a past situation in which you had a conflict with a friend or coworker, or an employer or an authority of some kind (teacher, parent, coach). What was the conflict? Who was involved? What did you do? What was the outcome? What did you learn from the situation?
- What is the point of summer camp? What is a Summer Camp Educator's role in fulfilling the purpose of summer camp?
- Describe what you believe are the most important factors in working with preschool aged students (4 and 5 years old). What would you consider and prioritize when planning the activities for a group of these students?

What is Unity in Learning?

Unity in Learning is a ground-breaking partnership between [Ann Arbor Hands-On Museum](#), [Leslie Science & Nature Center](#), and [Yankee Air Museum](#) that provides a unique path to hands-on discovery, exploration of the natural world, and experiences that take flight. Camp programs will be held at Rudolf Steiner High School, 2230 Pontiac Trail, Ann Arbor MI adjacent to LSNC's Black Pond Woods Nature Area.