

FRIENDS SUMMER ADVENTURE PROGRAM

JOB DESCRIPTION- Teacher

This program is offered to children 4-14yrs old with a maximum of 20 participants each week. The group will be divided into 2 or 3 “balanced” groups each week based on age and activities. The group of younger children will most often be lead by two staff. Staff will design the week’s activities prior to the start of the summer program and there is flexibility as needed. Most days these groups will participate in small group activities during the morning and then will come together as a community for lunch, Quiet Time and afternoon activities. Thursday afternoons are usually Water Play time though that may be adjusted on any given week. Much of our time is spent outside and we have the use of some classrooms and Carter Hall. We are restricted from doing any activities that are out on the water and transportation off the island is limited to what can be arranged through parents volunteering to use their personal vehicles. Please see friendsschoolofportland.org for more detailed information.

Each week there will be 4 positions available - 2 Full time, 1 part-time and Aftercare.

Responsibilities and Duties:

- Plan, teach, organize and implement all aspects of the Friends Summer Adventure Program for your assigned group and assist other staff members in the delivery of programming for participants.
- Coordinate curriculum with other staff members.
- Set up and clean up activities and materials.
- Attend mandatory Staff Training on June 18, 2010, 9:00am – 3:00pm.
- Within two weeks after the close of the program provide feedback either in-person or via email regarding all aspects of program experience.
- Staff working week 6, July 26-30, 2010 will work an additional 2 hours (A/C .50 hrs) on Friday 7/30 cleaning and packing up all program materials.
- Provide receipts for all materials purchased for reimbursement. Prior approval of purchases by Director is requested.
- Facilitate a safe, holistic and challenging experience for and with other staff and youth.
- Assume total responsibility for the health, safety and welfare of the participants.

Successful candidates will:

- Know personal strengths and areas for growth.
- Be fun, flexible, creative, curious, conscientious, well organized and able to resolve conflict peacefully and constructively.
- Communicate effectively with fellow staff and parents as needed to ensure the development of a quality program.
- Use group facilitation and problem solving skills.
- Respectfully inform and inspire others in matters related to community because of their knowledge, skills and values.
- Maintain a positive attitude while serving as a good role model to participants.
- Put participants needs before own, making each child feel like the most important child in the world.

Program Hours: Full Day: 8:30am - 2:30pm
Half Day: 8:30am - 12:30pm
Aftercare: 2:30pm - 4:00pm

Deadline for program enrollment is May 5, 2010.

Staffing Schedule: You must work a minimum of two weeks.

P/T: 8:00am-1:30pm	Week 1: 6/21-6/25	Week 2: 6/22-6/26	Week 3: 6/29-7/3
	Week 4: 7/6-7/10	Week 5: 7/13-7/17	Week 6: 7/20-7/24*
(2)F/T : 8:00am-3:00pm	Week 1: 6/21-6/25	Week 2: 6/22-6/26	Week 3: 6/29-7/3
	Week 4: 7/6-7/10	Week 5: 7/13-7/17	Week 6: 7/20-7/24*
A/C: 2:30pm-4:30pm	Week 1: 6/21-6/25	Week 2: 6/22-6/26	Week 3: 6/29-7/3
	Week 4: 7/6-7/10	Week 5: 7/13-7/17	Week 6: 7/20-7/24*

Staff Training: Friday, June 18, 2010 9:00am – 3:00pm **REQUIRED**

*Staff working week 6, July 26-30, 2010 will work an additional 2 hours (A/C .50 hrs) on Friday 7/30 cleaning and packing up all program materials.

Pay (gross):	P/T 8:00am-3:00pm	\$370 week (Week 6- \$400)
	F/T 8:00am-1:30pm	\$465 week (Week 6- \$490)
	**AC 2:15pm-4:15pm (Aftercare)	\$130 week (Week 6- \$140)
	Staff Training – Friday, June 18, 2010 9:00am-3:00pm	\$80.00
	Includes Planning Time	

**If a Full Time position also works Aftercare the total number hours per day will be 8.25. Effort will be made to hire staff for their preferred weeks however some flexibility will be needed in the hiring process.

Applying for a position: Prior to the interview please email me a letter of intent with the following information:

1. Full time, part time and/or Aftercare
2. Number of weeks you'd like to work and your preference for which weeks.
3. Skills and/or expertise you can contribute to the program.
4. Preference as to which age group you would like to work with.

Interviews: Will be scheduled between **March 15** through **March 26** with positions offered by **April 2** at the latest. Please bring to the interview a sample weekly curriculum of activity ideas you would like to do with a group. Also email an electronic copy. If you are hired they will be shared with other staff and we will all coordinate the 6-week curriculum during staff training. I'll need a list of supplies by **June 1st** if I am helping purchase them. If you are and getting reimbursed it can happen up until the first day as long as it's ready to go at our Monday, 8:30am start.

Melanie Nichols
Director of Summer Programs
melaniefsap@maine.rr.com