



# Child Care Specialist **JOB OVERVIEW**

Child care specialists are responsible for our pre-campers daily activities, overall welfare, fun and safety while here at camp. Although not working directly with our ISTC campers, the same core values are applicable with the younger children in your care.

## MINIMUM QUALIFICATIONS

- minimum age of 21
- desire & ability to work with children ages 1-10 years
- previous experience with children
- Ability to plan, organize and multi-task with minimal supervision
- must have enthusiasm and patience, and be safety conscious

## GENERAL RESPONSIBILITIES

- supervise & participate in all assigned aspects of the childrens day, including: meals, bathroom needs, showers, naps, school work, bedtime, and personal hygiene
- play with the children, both indoors and outdoors
- maintain a positive atmosphere at camp by preventing social cruelty between children (bullying, cliques, name calling, teasing, etc.)
- assume responsibility for enforcing the rules, policies, safety procedures, and traditions of the camp with a positive attitude
- assume responsibility for the health and welfare of the children entrusted to your charge
- serve as a good example to children in personal language, appearance and health habits
- communicate weekly with resident life directors through journal writing and one-on-one sessions
- plan and lead educational activities, including reading, with the children
- constantly communicate with the childrens parents in regards to concerns, care, changes, requirements and incidents
- keep a record of the childrens summer (usually in the form of a scrapbook), showcasing their achievements, photos, pictures and other memorabilia
- assist with evening and night patrol and canteen duties on weekends and when not taking care of the children
- observe childrens' behavior, assess its appropriateness, and enforce safety regulations by applying appropriate behavior-management techniques

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

## HOURS

Child care specialists have one day off per week on either Friday from 12:00 noon to Saturday at 11:30 am, or Saturday at 11:30 am until Sunday at 11:00 am. There is a 10:15 pm curfew with exception to your day off.

## GENERAL RULES

Child care specialists are responsible to camp owners, camp directors, and resident life directors. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with staff under their direct supervision.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.