



St. Mark 2023 Heroes Summer Camp Teacher Description - Dubuque Campus

Terms of Placement:

- June 15th - July 26th, 2023
- Orientation: TBA
- Salary: up to \$21.50 per hour depending on experience and education
- Regular Program Hours: Hours vary between 7:30am and 12:45pm
- Location: Dubuque Campus
- In accordance with St Mark Youth Enrichment's Protection and Safety Policy, a criminal record check must be completed on any applicant selected for this position
- Mandatory Reporter Training required, can be offered.

Definition: Under the supervision of the Associate Director and Program Admin Team, teachers are responsible for the instructional and supervisory support of students enrolled in the summer program. This includes preparing and implementing lesson plans, supervising and developing positive relationships with the children, and oversight of all educational and recreational activities such as academic projects, arts and crafts, sports, games, field trips and related skills for the participants of our summer program.

Duties and Responsibilities

- Oversee the implementation and planning of programming.
- Supervise and lead activities designed to enhance the health, emotional, social, intellectual, and physical development of children enrolled in the program.
- Ensure the safety of the children in program at all times.
- Follow the policies and procedures of St Mark Youth Enrichment.
- Act as a role model for participating children.
- Work as a team with St Mark Administration and program teammates.
- Demonstrate positive, high energy.
- Resolve student situations – behavioral, first aid, and emotional.
- Maintain the confidentiality of all participating children, families and co-workers.
- Be responsible for the care of all equipment the children use.
- Maintain professional relationship with the children, parents and co-workers.
- Treat all children, parents, co-workers and school district staff with dignity and respect.
- Attend all staff development trainings planned by St. Mark Youth Enrichment.
- Observe and record the behavior of individual children assigned to their care according to St. Mark Youth Enrichment's discipline and harassment policies. Report problematic behavior to the St. Mark Administration.
- Other duties as requested by the Associate Director.

Qualifications:

- Certification in Early Childhood, Elementary Education, Social Work preferred.
- Ability to demonstrate effective and appropriate teaching and discipline styles.
- Ability to adjust teaching methods to meet the needs of students.
- Ability to demonstrate strong organizational skills.
- Dependable, reliable work/volunteer history.
- Reliable daily communication method – either phone or email.

To apply for this position, please submit a resume and cover letter to Amanda Avenarius at St. Mark Youth Enrichment, 1201 Locust St, Dubuque, IA 52001 or aavenarius@stmarkyouthenrichment.org. If you have questions about this position contact Amanda at 582-6211 x105.