



Position: Summer Camp Teaching Assistant

Title	Teaching Assistant	Status:	Full-Time (Temporary)
Performance Review:	At the Conclusion of Summer Camp		
Reports to:	Summer Camp Site Coordinator	Salary Range:	\$17.00-18.50 per hour

GENERAL SUMMARY: Teaching Assistants promote the personal, educational, physical and social development of the young people that we service. Teaching Assistants are responsible for the creation and implementation of diverse educational, sports and enrichment programming. Teaching Assistants must also adhere to all the Department of Health regulations. This means the completion of a background clearance and attending 15hours of new staff orientation. **Teaching Assistants must adhere and assist in implementing the Department of Health approved COVID-19 safety plan and follow the policies and procedures set by the Police Athletic League of Buffalo to address the safety guidelines due to the COVID-19 global pandemic.**

Employment is contingent upon completion of the required paperwork and also based on the results/findings of the background check. A criminal conviction statement and/or arrest record; plus the completion of the application will be requested. If current employee is accused/convicted of child abuse/maltreatment after hire then employee may be subjected to termination; depending on the conclusions of the investigation of the Supervisor. If current employee is accused of committing a crime/convicted of a crime after hire then employee may be subjected to termination; depending on the conclusions of the investigation and interview given by the supervisor.

ESSENTIAL RESPONSIBILITIES:

Build Relationships- Teaching Assistants organize significant time in activities that build relationships with young people. These activities include educational, enrichment, and sports programs.

Plan Activities- Teaching Assistants plan activities that support the objectives of the organization where they are employed. This includes assessing the needs and interests of the group, developing the programs based on that assessment and administering the program's implementation.

Provide Mentoring and Counseling-As trust builds, youth may rely on their Teaching Assistants for mentoring related to their own developments. Teaching Assistants should also be prepared to serve as counselors in times of crisis.

Teach Values-Youth learn life principles through values-based curriculum of the youth program as well as through actions they witness in their leaders. Teaching Assistants must consider what the words they use and the decisions they make teach young people about life values.

Develop Leadership- Teaching Assistants teach and develop leadership skills in young people by giving them responsibilities and holding them accountable. This part of a Teaching Assistant's job is key to the youth's development into a responsible adult.

Consider Safety- Teaching Assistants have responsibility for the well-being of young people placed in their care. They should take into consideration appropriate adult supervision and follow the COVID-19 Safety plans.

ESSENTIAL JOB FUNCTIONS:

SKILLS/KNOWLEDGE REQUIRED:

- High School Diploma or equivalent with a minimum of two years work experience in an after school setting, working with children under the age of 13yrs old
- Experience planning activities based on the developmental needs of young people.
- Thorough knowledge of the developmental assets.
- Demonstrated ability in working with others.
- Strong communication skills, both verbal and written.
- Ability to deal effectively with student discipline problems.
- Demonstrated leadership skills.
- Must have a valid state driver's license
- Must understand the OCFS School Age Child Care regulations.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, stand, walk, use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance. The employee must talk or hear. The employee will be required to lift and/or move up to 25 pounds. Specific vision abilities required by the job are close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to communicable diseases at times. Occasionally employee is exposed to inclement weather conditions. Our facilities have sections that are not air-conditioned and in the summer employee may be required to work in these areas.

The Police Athletic League reserves the right to amend this job description based upon its needs and may require the employee to carry out functions beyond those mentioned above. Neither this job description nor any other communication changes the at-will nature of employment. The Police Athletic League is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans. The Police Athletic League utilizes only job-related criteria in making decisions concerning applicants and employees.

Employee Signature

Date