



Job Vacancy - Day Camp Group Leader (Captain)
Red Caboose School Age Programs - Summer Day Camp LTE
June 14 - August 18, 2022

Job Summary: We are looking for adults with professional experience who are energetic, creative, and dedicated to work with children in grades K-5. These children are from a highly diverse group of socio-economic backgrounds. Captains will plan and facilitate hands-on camp experiences that include field trips and swim trips. Camp Caboose is licensed by the State of Wisconsin and accredited by the City of Madison. We are located at Lapham Elementary School near downtown, easily located off of the bus and bike route.

Hours: 39.75 hrs/wk
(Includes weekly staff meetings and planning time.)

Wages: \$15-15.60/hr (after probationary period)

Benefits: Sick/vacation time
Holiday pay
Paid training time
\$ for required physical exam

Experience and Education:

Required:

Meet Wisconsin State Licensing requirements for "teacher" status (80 days work in licensed child care or school + specific child development/child care coursework)

Preferred:

Additional training in Elem. Ed., Recreation, Child Dev. or related field
Additional experience w/school age children in a childcare, school or camp setting

**For more information and application call Laura Rogers at
251-5432, or e-mail school.age@redcaboose daycare.org**

Applications open until filled

Affirmative Action - Equal Opportunity Employer, Minorities Encouraged to Apply



Camp Caboose

SUMMER CAMP CAPTAIN, JOB DESCRIPTION

Overall Responsibilities

Responsibilities include providing direct care for children; planning and implementing developmentally appropriate activities designed to meet the social-emotional, cognitive, creative and physical needs of children in a particular program; working together with other staff; communicating with parents; and providing a warm and safe environment for children to grow and learn, in accordance with the goals and policies of Red Caboose. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. The Captain is supervised and evaluated by the Camp Director.

I) Qualifications

- A) Education - Must meet State Licensing requirements for "teacher"; may substitute classes in elementary education, physical education, recreation, or related field.
- B) Experience - Prefer at least one year experience; prefer experience with age group of position or equivalent.
- C) Physical - Must be able to participate in physical activities with the children (such as games and walking field trips); must be able to keep children safe in an emergency (such as moving or guiding children to safety as needed). Must be able to set-up/take down cafeteria tables, carry snack, move equipment, etc.
- D) Skills – Must demonstrate problem-solving, organizational, interpersonal, and communication skills.

II) Captain Duties

- A) Child Interaction
 - i) Interact appropriately with children during all phases of the day (including planned and unplanned activities, meal times, field trips, and transitions) in a warm, accepting and nurturing way.
 - ii) Be aware of each child's needs and developmental level.
 - iii) Guide children's growth in accordance with the Red Caboose SAP's mission statement.
 - iv) Provide consistent, positive limits and expectations, and use positive child guidance techniques.
 - v) Oversee the entire assigned group and follow Red Caboose School Age tracking procedures.
 - vi) Ensure the health and safety of the children: maintain knowledge of and administer first aid; respond to emergencies; know and execute fire drill procedures; dispense and record medication; and report accidents according to Red Caboose procedures.
- B) Parent Relations
 - i) Communicate with parents on a regular basis through conversation, parent logs and newsletters, for the purpose of exchanging information, maintaining a positive rapport and relationship between home and after school, and encouraging parent involvement in the program.
 - ii) Meet with parents when requested or necessary.



C) Coordination of activities with SAP staff

- i) Exchange knowledge and skills with other staff in the areas of child development and related issues.
- ii) Participate in program-wide activities.
- iii) Attend and participate in weekly staff meetings.
- iv) Respect and follow facility rules and space.
- v) Maintain professional, respectful, and cooperative relationships with all co-workers and Madison Metropolitan School District (MMSD) staff.
- vi) Serve as an ongoing mentor and model to new staff, substitutes, and volunteers.

CI) Program Planning and Implementation

- i) Plan and carry out daily curriculum; provide a variety of developmentally appropriate activities, experiences, and materials that are selected to engage children in active, meaningful learning.
- ii) Plan short and long range goals with other staff.
- iii) Maintain the program space in an attractive and safe manner to ensure an environment conducive to learning and playing. Change art displays, dramatic play areas, accessible materials, and room arrangement regularly.
- iv) Plan activities in accordance with established summer camp themes.
- v) Contact resource people and arrange field trips.
- vi) Help maintain common areas in the school. (i.e. storage spaces)

CII) Other duties

- i) Obtain a substitute in case of planned absence.
- ii) Fulfill in-service/continuing education requirements.
- iii) Comply with Red Caboose policies and work rules, MMSD policies, accreditation standards, and State Licensing regulations.
- iv) Maintain confidentiality regarding all center staff, children, and families.
- v) Attend monthly all-staff meetings and other center-wide activities.
- vi) Other duties that fall within the scope of the job description as directed by your supervisor.

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CAMP CABOOSE

The following information is requested for our Affirmative Action records. Submission of the information is voluntary; it will not be used in our decision to hire or promote. Failure to submit the information will not affect our decision to hire or promote.

Sex Male
 Female

Race White
 Black
 Asian/Pacific Islander
 American Indian/ Alaskan Native
 Hispanic

Age _____

Nature of Handicap _____

Where did you hear about this job opportunity?

Isthmus
 UW Job Center
 Craig's List
 Edgewood College Center
 MATC Job Center
 Volunteered with RC After School
 Other: _____