

# Job Vacancy- Float Sub

Red Caboose School Age Programs

Summer Camp LTE Positions

June- August, 2018

**Job Description:** The float substitute must be available throughout the 11 weeks of summer camp. Some hours will be scheduled prior to summer camp and other hours will be set throughout the summer depending upon the needs of the camp teachers. This is a full time position; hours vary between 30-40 per week.

Responsibilities include providing direct care for children ages 5 through 11; 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. Reports to, supervised and evaluated by, and is responsible to the Site Supervisors.

**Hours:** 30-40 hrs/wk

**Wages:** \$11.92 probation wage (\$ 12.12 permanent wage)

**Benefits:**

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

**Experience and Education:**

*Education-* must meet State Licensing requirements for teacher status (specific child development/child care equivalent coursework; may substitute classes in elementary education, physical education, recreation or related field), or have equivalent experience.

*Experience-* at least one year experience with school aged children in an after school or summer camp program preferred.

**For more information and application**

**call Andrea Suarez at 251-5432, or e-mail [school.age@redcaboosedaycare.org](mailto:school.age@redcaboosedaycare.org)**

**Position open until filled**

**Affirmative Action – Equal Opportunity Employer, Minorities Encouraged to Apply**

***Red Caboose Child Care Center, Inc.***  
***Red Caboose School Age Program***  
***Camp Caboose***  
**FLOAT SUBSTITUTE JOB DESCRIPTION**  
Limited Term Position

**Overall Responsibilities**

The float substitute must be available throughout the 10-11 weeks of summer camp. Some hours will be scheduled prior to summer camp and other hours will be set throughout the summer depending upon the needs of the camp teachers. This is a full time position; hours vary between 30-40 per week.

Responsibilities include providing direct care for children ages 5 through 11; 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. Reports to, supervised and evaluated by, and is responsible to the Site Supervisors.

***I) Qualifications***

- A) Education- must meet State Licensing requirements for teacher status (specific child development/child care equivalent coursework; may substitute classes in elementary education, physical education, recreation or related field), or have equivalent experience.
- B) Experience- at least one year experience with school aged children in an after school or summer camp program preferred.
- 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, holding or guiding children to safety).
- D) Skills - demonstrates responsibility, problem solving, organizational, interpersonal and communication skills.

***II) Specific Duties***

- A) Working with children
  - 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) Provide consistent, positive limits and expectations, and use positive child guidance techniques.
  - iv) Treat each child and their families with respect, dignity, and caring. Be supportive of cultural differences, special needs and different family structures.
  - v) Oversee the entire classroom or group situation and follow Red Caboose SAP 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 and parent logs for the purpose of exchanging information, maintaining a positive relationship between home and camp, and encouraging parent involvement in the program.
  - ii) Meet with parents when requested or necessary.
  
- C) Coordination of activities with Camp Caboose staff
  - i) Exchange knowledge and skills with other staff in the areas of childcare and related issues.
  - ii) Attend and participate in weekly program and room meetings.
  - iii) Follow school rules and respect Camp Caboose space.
  - iv) Maintain professional, respectful, and cooperative relationships with all co-workers, and MMSD staff.
  - v) Help maintain common areas in the school ( i.e. storage space)
  - vi) Attend Camp Caboose orientation and training.
  
- D) Planning and implementing the program
  - i) Plan and/or facilitate activities on a daily and/or weekly basis in accordance with the camp theme covering a wide variety of educational genres which may include contacting resource people and arranging field trips.
  - ii) Facilitate prepared activities created by camp teachers.
  - iii) Maintain the room in an attractive and safe manner, to insure a conducive learning and playing environment; change art displays, dramatic play areas, accessible materials, and room arrangement regularly.
  
- E) Other duties
  - i) Work with the School Age Program Director regarding initial summer camp schedule and with the Site Supervisor and teachers throughout the summer as substituting needs arise.
  - ii) Be responsible to find own substitute in case of planned absences.
  - iii) Comply with Red Caboose policies and work rules, accreditation standards, State Licensing regulations.
  - iv) Maintain confidentiality regarding all center staff, children, and families.
  - v) Other duties that fall within the scope of the job description as directed by your supervisor.