

OXFORD PREP SUMMER CAMP INSTRUCTOR POSTING

email questionnaire to Rpoole@oxfordpreparatoryacademy.org

SALARY: based on experience

OPENING DATE: 04/17/17

CLOSING DATE: 6/2/17

JOB DESCRIPTION:

The position will administer summer programs for school-aged children. Dates of employment will be June 12 – July 21, 2017. Hours of operation will be 8:00 a.m. - 6:00 p.m. with 1 hour for lunch.

Work is mainly performed in a classroom as well as outdoor s.

Must be willing and able to provide academic and enrichment instruction utilizing a curriculum.

EXAMPLES OF WORK:

- Must be able to implement summer camp programs recreational and educational activities through lesson plans.
- Supervises participants, primarily school-age children, in playground or recreation center activities including literacy, math and science educational activities, games, sports, tournaments, arts and crafts, singing, dancing, entertainment, and field trips.
- Demonstrates and observes the use of equipment and materials needed for activities and maintains assigned equipment.
- Explains and enforces safety procedures and rules.
- Administers emergency first aid.
- Assists in the maintenance and preparation of required records on activities and participants.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:

- Must have a minimum of one year of related experience working with children, or any acceptable combination of education and experience.
- Must be 18 years or older.
- Must pass background screening on a local, state and federal level as required by the State of Florida Children and Family Services.
- Must successfully complete CPR and First Aid course and provide a copy of certificate of completion. (May be provided, but applicant will incur the cost)

Skills/Background Expected:

- High school diploma or equivalent. Certified teachers preferred.
- Experience in a summer camp environment.
- A certification or skilled in various sports, performing arts and creative crafts. Examples baseball, tennis, fitness, drama/theatre, dance, crafts, or drawing.

SUMMER CAMP INSTRUCTOR Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Copying and pasting your resume does NOT fulfill the requirements of the question. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and certify that your responses can be verified from information included within the application?
- Yes No
- * 2. Do you have a minimum of one year of related experience working with children or any acceptable combination of education and experience? (If basing qualifications on education a copy of your college transcript is required with your application.)
- A minimum of one year of related experience working with children.
 A combination of education and experience working with children.
 None of the above.
- * 3. Do you have experience working in a summer camp environment?
- Yes No
- * 4. If you answered "Yes" to question 2, provide a detailed description (at least 3-4 complete sentences) of your experience. Stating 'see resume' and copying and pasting your resume does NOT fulfill the requirements of the question and may result in disqualification from the selection process. _____
- * 5. If you answered "Yes" to question 2, please indicate the organization(s) you worked for where you gained this experience. Copying and pasting your resume or stating "see resume" does NOT fulfill the requirements of the question and may result in disqualification from the selection process.

- * 6. Do you have a certification or skill in various sports, performing arts and/or creative crafts? Examples baseball, tennis, fitness, drama/theatre, dance, crafts, or drawing.
- I have a certification in one or more of the various fields. List skills? _____

 I am skilled in one or more of the various fields. Which skill(s) _____
 Both of the above.
 None of the above.
- * 7. Are you 18 years of age or older?
- Yes
 No
- * 8. Do you have a high school diploma or equivalent?
- Yes No
- * 9. Are you a certified teacher?
- Yes No
- * 10. Are you able to pass a background screening on a local, state and federal level?
- Yes
 No

* Required Questions

What are your hourly salary requests? _____