

PEAK PROGRAM ASSISTANT

Pay Scale: \$7.50 to \$7.75 per hour

General Summary: Works under the general direction of the PEAK Director and PEAK Site Coordinator. Responsible for the direct supervision of children on the camp site and developing programming for on and off-site activities during the six-week summer day camp program.

Minimum Requirements:

- Must be at least eighteen (18) years of age
- Successful completion of all pre-employment screenings and verifications (criminal history background check, sexual offenders registry check, a DHS clearance letter, physical, drug screen and TB test, and statement of physical and mental status)
- Ability to work the required hours approximately 3:00 p.m. to 6:00 p.m. Monday – Friday for the after school program or 7:30 a.m. to 5:30 p.m. Monday – Friday during the summer
- Prefer a school year commitment to the job September-June or June-August
- Ability to maintain a consistent work schedule
- Ability to effectively understand, follow and give oral and written instructions
- Ability to maintain positive working relationships with the public and other employees
- Two (2) years experience working with children (not necessarily in continuous years) and/or two (2) years of successful college course work preferred with a major in Recreation, Education, Special Education or related Human Service field or an equivalent combination of experience and education
- First aid and CPR certification preferred, but not required
- **Must provide own transportation**

Hours Per Week: Thirty-five (35) to forty (40) hours per week during the summer and approximately fifteen (15) hours per week for the after school program.

Employment Duration: Approximately seven (7) weeks for the summer day camp program and throughout the school year for the after school program.