



CROSSLAKE

COMMUNITY SCHOOL

JOB DESCRIPTION

JOB TITLE

Kids Care Summer Worker

FTE/HOUR ALLOTMENT

30-40 hours per week 1.0 FTE

REPORTING STRUCTURE

Reports to: In-Person Summer Kids Care Coordinator

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

In-Person Program

JOB SUMMARY/PURPOSE

The Summer Kids Care Worker is responsible for assisting in the overall planning, implementation, and administration of a safe, engaging, and enriching summer care program for children of school age. This includes developing and overseeing a variety of activities that promote the academic, social, emotional, and physical development of students. The Kids Care Worker will work collaboratively with school staff, families, and community partners to ensure the program meets the needs and interests of the students and aligns with the organization's mission and educational goals.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

- **For Students:**
 - Supporting students to feel appreciated, understood, cared for, and included
 - Providing relevant, engaging learning opportunities aligned with student interests
 - Creating hands-on, interactive learning experiences including outdoor education
- **For Staff & Community:**
 - Fostering a collaborative, supportive work environment
 - Ensuring effective communication with families and community members
 - Supporting the overall operations and systems of the school

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and Responsibilities:

- **Program Development and Implementation Assistance:**
 - Plan, develop, and implement age-appropriate activities and curriculum for the summer care program, including academic support, recreational activities, arts and crafts, and other enrichment activities.
 - Coordinate with teachers to align program activities with classroom learning objectives.
 - Maintain an inviting, safe, orderly, and engaging environment for students.
 - Develop schedules that incorporate student interests, required curricula, and timeframes, and ensure their successful implementation.
- **Student Engagement and Supervision:**
 - Provide direct supervision and ensure the safety of all students in the program.
 - Foster a positive and inclusive environment that encourages student participation and interaction.
 - Promote positive behavior and conflict resolution among students.
 - Provide homework assistance and tutoring as needed.
- **Staff Management and Development (if applicable):**
 - Be part of the recruiting, training, supervising, scheduling, and evaluation of program staff and volunteers.
 - Work together on tasks and provide guidance to staff members, fostering teamwork and professional growth.
 - Participate in regular staff meetings and professional development sessions to maintain excellence.
- **Administrative and Reporting:**
 - Assist to maintain accurate records including student attendance, enrollment, and progress reports.
 - Prepare and submit accurate and timely reports as required by the organization or funding agencies as directed.

- Be a good steward of the program's budget and resources effectively.
- As is appropriate, maintain proper administrative paperwork, including timesheets, attendance sheets, leave request forms, and accident/injury forms.
- **Communication and Community Relations:**
 - Establish and maintain clear and consistent communication participation with school administration, teachers, parents, and community representatives.
 - Share program updates and information with parents through various channels, such as newsletters and digital platforms, as appropriate.
 - Collaborate with parents and community organizations to develop programs that meet the diverse needs and interests of the student population.
 - Promote and support the program within the school and local community.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Of students, families, and staff
- **Excellence:** Safe, secure, and exciting programming
- **Learning:** Supplemental learning from the day
- **Integrity:** Doing the right thing
- **Community:** Assisting with community family childcare needs

REQUIRED QUALIFICATIONS

- Education: All education levels accepted – must be a high school graduate
- Experience: Three or more years working with children
- Knowledge/Skills: CPR, First Aid
- Commitment to environmental education and community impact
- Excellent communication and relationship-building skills
- Organized, patient, and knowledgeable

PREFERRED QUALIFICATIONS

- Bachelor's degree in Education, Child Development, Social Work, Recreation, or a related field
- Two years of experience working with youth in a supervisory or program coordination capacity
- Experience in program planning, implementation, and evaluation
- Strong organizational and time-management skills
- Excellent written and verbal communication and interpersonal skills
- Proficiency in basic office software (e.g., Google Workspace, Microsoft Office)
- Knowledge of child and adolescent development principles
- Ability to work effectively with diverse populations and foster an inclusive environment
- CPR and First Aid certification (or ability to obtain within a specified timeframe)

- Must pass required background checks and screenings

WORKING CONDITIONS

In-person position – inside and outside the school building

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

TERMS OF EMPLOYMENT

- **Agreement:** Summer
- **Schedule:** 7:00-5:00 daily dependent upon scheduled time
- **Position Type:** In-Person
- **Technology Requirements:** As needed
- **Meeting Requirements:** Participate and attend meetings with workers as needed
- **Delegation Structure:** Summer Kids Care Coordinator
- **Salary Range:** \$20.61 hour
- **Benefits:** No benefits

If interested, please send a resume and letter of interest to [hiring@crosslakekids.org](mailto: hiring@crosslakekids.org)

Board Approved Date: _____