

Summer Programs Assistant (temporary part-time)

- Reports to the Children's Education Director
- Must be a legal adult in the state of Alabama (19 years of age or older)

Position Summary

Summer Programs Assistants have two main areas of responsibility; they supervise children participating in the extended day program associated with our summer day camps, and they work in the historic park as historic park interpreters/guides including assisting with our summer program for children, *Backpack Explorers*. When working in the historic park, summer programs assistants must wear historic-style clothes. (Burritt will assist with this). Must be able to work outdoors in all types of weather including in extreme heat and humidity.

Position Responsibilities

- Supervises children participating in the extended day program associated with our summer day camps. This includes:
 - Planning and leading a simple craft or hands-on activity,
 - Leading organized games,
 - Watching over free play and snack time,
 - Dealing with behavioral issues, including preventing negative behavior through good classroom management skills,
 - Interacting with parents at pick-up,
 - Supervising volunteers that are assisting with extended day.
- Works on assigned days (usually one weekend day each week, but may be other days as well) in the Historic Park as an interpreter. This includes:
 - Welcoming visitors,
 - Sharing information about the historic houses and buildings and about Burritt in general,
 - Assisting visitors when needed with activities,
 - Manning the sluice for visitors to pan for "gold" and "gemstones,"
 - Ensuring that safe conditions exist in the park,
 - Performing routine cleaning and minor maintenance duties such as sweeping, dusting, hammering a nail back into place, etc.,
 - May be asked to substitute for other staff members including barnyard staff members. Needs to learn basics for barnyard duties.
- Supports children's summer event, *Backpack Explorers*. This includes;
 - Learning the activities in each backpack,
 - Assisting visitors with backpack activities if needed,
 - Restocking backpack supplies

Education and Experience Requirements

- Must have completed a high school education. Some college is preferred.
- Must have experience working with children. (employment or volunteer positions)
- Strong interest in history is preferred.
- Experience working with the public is preferred.

Desired Personal Characteristics

- Welcoming, friendly, outgoing
- Being a self-starter who needs little direct supervision
- Patient and engaging with children
- Skilled problem-solver
- Strong communication skills (written and verbal)
- Sound judgment

Compensation

- \$9.00 per hour
- Will work approximately 15 – 20 hours per week