



Job Description for Summer Programs Assistant

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, *Whimsical Woods Flip Flopped*. 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. (various weekdays 1:00 -5:45) 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. (Sat. 8:45-5:00, Sun. 11:45-5:00). 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, *Whimsical Woods Flip Flopped* (WWFF). This includes:
 - Being familiar with the literature represented and the activities at each station
 - Assisting visitors with WWFF venues and activities
 - Keeping WWFF clean and functioning. Turn in maintenance requests.

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 a plus.
- 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
- Good classroom management skills
- Skilled problem-solver
- Strong communication skills (written and verbal)
- Sound judgment

Compensation

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

Send inquiries to tammy.cooney@huntsvilleal.gov