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## Summer Camp Extended Day Aide

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**Reports to:** Club Manager

**Classification:** Non-exempt (part-time seasonal), approximately 26 hours per week

**Pay Rate:** \$17.50

### Summary

The Summer Camp Extended Day Aide will support the Club Manager and camp staff at the clubhouse by ensuring the safety and well-being of all Club Members. Responsibilities include helping children with projects, supervising and leading recreational, cultural and physical activities, field trip safety, and making sure the program space is clean, inviting and safe.

### Responsibilities

- Share responsibility of assuring the safety to and from scheduled activities and inside and outside program area.
- Assist the Club Manager to reinforce respect and collaboration, and all NBGC core values.
- Assist in the supervision of children at all times, maintaining appropriate ratios & safety protocols.
- Maintain attendance and other required records.
- Set up program area for activities; prepare needed equipment, supplies and materials to facilitate planned activities.
- Facilitate club activities: Clubs will be a wide variety of interests including but not limited to: Art Club, Lego Club, Engineering Club, Board Game Club, Cooking Club, etc.
- Participate in staff meetings and trainings.
- Other duties assigned by the Club Manager.

### Required Qualifications

- High School Diploma, GED, or equivalent.
- A minimum of 1 year experience of working with children.
- Excellent verbal and written communication skills.
- May lift 15 pounds without assistance, occasionally up to 50 pounds with assistance.
- Physical ability to perform tasks that may require prolonged standing, sitting, running, and other activities necessary to perform job duties.

### Competencies

Organization	Perseverance	Initiative
Interpersonal Relations	Problem-solving	Detail-oriented
Creativity	Collaborative	Motivation

### Working Conditions

- This is a seasonal part-time position M-F 1 PM to 6:15PM during the summer. Occasional travel as necessary.
- This position requires being outdoors 50-75% of the time depending on the weather

### To Apply

Email a resume to [resumes@nbgc.org](mailto:resumes@nbgc.org). No calls please.

### Equal Employment Opportunity (EEO) Employer

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