



Job Description for Summer Day Camp Coordinator

LaFontaine Learning Community
207 N Wabash Ave, LaFontaine, IN 46940

COMPANY OVERVIEW

LaFontaine Learning Community is a registered ministry childcare in LaFontaine, Indiana, serving children ages 6 Weeks to 12 Years through traditional daycare services, before/after school care, and summer day camps.

JOB OVERVIEW

The Summer Day Camp (SDC) Coordinator will oversee all planning and execution of the Summer Day Camp program. This includes planning theme-based activities, scheduling guest speakers, and arranging for needed equipment and supplies. During SDC they will oversee the elementary-age students, including leading activities and general supervision. Creating a safe, engaging, educational and fun experience for all Summer Day Campers is their primary objective.

This would be a great role for someone who has the summers off, or a college student looking for a summer job or internship.

DETAILS

- Contract employee – set salary based on amount of weeks they plan to work
- Employment will commence no later than the first week of June, but as early as the beginning of May, depending on the candidate's availability
- Employment will end near the first week of August
- One vacation week will be given from June 29-July 3

QUALIFICATIONS

- Must be age 18 or older
- High school diploma (*or equivalent*)
- Preference to candidates with a degree in early childhood education or recreation management, or in pursuit of a similar degree.
- Passion for working with young children
- Previous experience working with young children preferred
- Personal strengths in patience, flexibility, compassion, trustworthiness, and creativity
- Exceptional organization and communication skills

- Able to work well in a team of adults, and thrive in an environment that challenges continual professional growth
- Physically able to move around easily to interact with the children
- Pass criminal background checks and drug screenings
- Participate in trainings for First Aid/ CPR, Universal Precautions, and other required areas
- Able to respectfully work within a Christian ministry

MAIN DUTIES & RESPONSIBILITIES

- Plan all components of the Summer Day Camp program
- Handle all scheduling of guest speakers and teachers
- Purchase and acquire any needed equipment or supplies for activities
- Lead and teach portions not led by guest teachers
- Handle all set-up and tear-down of camp activities
- Oversee elementary students during afternoon portion, including lunch, relaxing time, afternoon activities, and free play.
- Maintain ratio guidelines provided by the state of Indiana at all times
- Give direction and leadership to the Teacher's Aide
- Other various duties

TO APPLY

Complete [online application](#). Be sure to attach resume.