

# Summer Camp Assistant Teacher (Learn Grow Thrive)

Burbank Community YMCA – Burbank, CA

## POSITION SUMMARY:

Assistant Teachers in our Learn Grow Thrive Summer Reading Loss Camp are responsible for assisting in the planning and delivery of daily curriculum that promotes continued learning and academic achievement in a fun, creative, and positive manner that aligns with Y's core values of caring, respect, responsibility, trustworthiness, fairness and citizenship.

## QUALIFICATIONS:

1. California Teaching Credential a must.
2. Bachelor degree in education or related field.
3. One year direct classroom teaching experience along with lesson plan and curriculum development.
4. Computer literacy in Word, Excel, PowerPoint and Outlook; willingness to train in new and other programs as needed.
5. Knowledge of and experience utilizing student assessment tools.
6. Certification requirements include, within 30 days of hire, completion of child abuse prevention, CPR, First Aid, AED, and Blood Borne Pathogens.
7. Excellent interpersonal skills.
8. Strong verbal and written communication skills.
9. Ability to communicate with parents, coworkers, campers and visitors in a pleasant and professional manner.

## DUTIES & RESPONSIBILITIES:

1. Maintains sight and sound supervision of a group of children at all times.
2. Ensures developmentally appropriate adult-child interactions.
3. Plans and implements program activities in literacy to improve a child's reading level and summer reading loss prevention.
4. Create weekly newsletters that reflect and effectively communicate classroom news, updates and vital information for parents.
5. Knowledge of *The Four Blocks* curriculum strongly preferred.
6. Utilize positive discipline techniques such as re-direction and conflict resolution.
7. Listens and responds to children's needs, encouraging independence and self-help and limiting intervention.
8. Report all supply needs to Curriculum leader in a timely manner.
9. Attends all staff meetings and trainings.
10. Maintains positive relationships with parents, children and coworkers.

**STATUS/HOURS:** M-F, Fulltime.

**SALARY/PAY RATE:** \$12.00 - Based on education and experience

## TO APPLY:

Please e-mail resume and cover letter to [jobs@burbankymca.org](mailto:jobs@burbankymca.org) or apply in person at the Burbank Community YMCA 321 E. Magnolia Blvd., Burbank, CA 91502.

**NO PHONE CALLS PLEASE**

**EOE**