



Job Title: **Class Instructor**

Classification: **Contractor Professional Faculty**

Reports to: **Director & Staff Coordinator**

### **Position Purpose:**

Class Instructors provide quality instruction to Camp Yakety Yak campers in an assigned class that may target social skills, emotional regulation skills, classroom skills, participation/play skills, functional communication & joint attention skills for campers with developmental delays, or leadership skills with older campers.

### **Essential Job Functions:**

- Attend prep Days: July 1, 2, 3 (some prep and planning time may be arranged to be done from home in June to prepare for week 1)
- Create and implement engaging multi-sensory lessons from a provided class scope and sequence for an assigned class for all days of camp session
- Teach three to four 30-minute classes a day
- Provide recess supervision or a break for a staff member in one of the special programs (Buddies or Exp Blue)
- Provide necessary scaffolding, such as the use of visuals, to maximize learning opportunities for a wide variety of camper skills and abilities
- Mentor assigned assistant(s), such as graduate students, in lesson planning, instructing and data tracking, as well as other clinical skills
- Utilize positive classroom management and behavioral support systems with awareness that these are children with special education needs, as such- we do not make the group wait for perfect behavior to begin the lesson. The team leader and team 1:1s are responsible for managing the campers and removing them if necessary.
- Complete all material preparation for class or request prep assistance from other staff via Camp Director
- Manage a budget for class purchases (\$200/4-weeks). Purchases can happen in three ways:
  - Utilize supplies already owned by camp to the greatest extent possible.
  - Purchase supplies for class by submitting an Amazon request list with quantity needed to the Director
  - Purchase supplies on your own and get reimbursed by the Director of Operations. Retain and submit all receipts weekly.
  - \$200 prepaid Visa cards available by request, you must turn in all receipts and the card at the end of the camp.
- Track camper progress and areas of challenge
- Participate in writing Camper Participation Reports (CPR) for all special needs campers

who have attended class, add to the CPRs on a weekly basis

- Collaborate with the Camp Director any areas of concern relating to individual camper and camper team learning, communication, social-emotional skills and behavioral needs
- Assist in the direction, general supervision and organization of campers within activities and throughout the camp in order to meet the intended camper outcomes
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth
  - Ensure campers are properly supervised at all times
  - Encourage campers to fully participate in all camp activities by providing individual or small group support as needed/directed. Do not penalize campers for not participating.
- Maintain high standards of health and safety in all activities for campers and staff
  - Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with Camp Nurse and/or Camp Director when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Operations.
  - Communicate with Camp Administration and Professional Staff any areas of concern relating to individual camper and camper team learning, communication, social-emotional skills and behavioral needs.
  - Follow and uphold all safety and security rules and procedures as outlined in the Camp Yakety Yak Staff Policies & Procedures Manual.
  - Report any property damage or safety issues to the Director
- Be a role model to campers and staff in your attitude and behavior.
- Represent the camp when interacting with parents or community members.

**Qualifications:** *(Minimum Education and Experience, Knowledge, Skills and Abilities)*

- Group Instructional Experience
- Experience working with children
- Bachelors or Masters degree preferred
- Ability to work within a budget
- Excellent communication skills
- Technology skills or ability to learn classroom technology station consisting of iPads/projectors (We have tech support!)
- Pass a criminal history background check and reference check
- Health insurance coverage is required for all staff at Camp Yakety Yak

Heather Eason, Director: \_\_\_\_\_ Date: \_\_\_\_\_

Heather Eason, Director: \_\_\_\_\_ Date: \_\_\_\_\_

Hiree Name : \_\_\_\_\_ Date: \_\_\_\_\_

Hiree Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Camp Yakety Yak prohibits discrimination against its customers, employees, and applicants for employment on*

*the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by Camp Yakety Yak.*