



Job Description  
Camp Assistant Teacher, Part-Time

**Position Summary:** This person will be responsible for assisting a Lead Camp Teacher in the general supervision, care and management of a class of toddlers during Narberth Presbyterian Church Christian Preschool's 2021 Summer Camp. This person will support the school's educational philosophy—to help develop the “whole” child, meeting their educational spiritual, social, physical and emotional needs within a nurturing Christian environment in a fun and stimulating summer camp setting.

**Accountability:** The Camp Assistant Teacher reports to the Director and works under the supervision of the Lead Camp Teacher.

**Primary Responsibilities:**

- Care for, play with and teach -- under direction of the lead teacher -- the children in the toddler camp group
- Assist in implementing the program for the class in accordance with the policies and philosophy of the school
- Assist Camp Lead Teacher in planning lessons under the camp curriculums
- Assist children with toilet training
- Help in executing school activities and procedures
  - Attend and assist in school activities (water day, art club, soccer, tennis, walking field trips, etc.)
  - Assist in getting camp ready for operation and closing up camp in preparation for fall programming
  - Actively assist in maintaining Brightwheel data including student activities and daily attendance records
  - Assist with fire drills if necessary
- Be responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom of the school
  - Assist in maintaining/decorating classroom and bulletin boards
  - Assist in keeping educational materials current and in good order
  - Keep classrooms, storage rooms, and bathrooms clean, neat and orderly
  - Prepare snacks and assist children in snack time
- Help plan and implement methods to establish a positive liaison with parents, responding promptly to needs of parents as they arise
- Take on other duties as requested by the Lead Teacher and/or Director

**Qualifications:** Experience working with toddlers and young children. The person must have a strong faith in Jesus Christ, a love for children, and a warm and friendly personality. The person should be sensitive to the feelings and needs of others, be able to relate well to both children and adults.

**Hours:** Part-time, 8:30 AM – 1:30 PM Monday-Thursday between June 28 and August 5 (6 week assignment).

Interested candidates should submit resume and cover letter to [preschool@narberthpres.org](mailto:preschool@narberthpres.org).