



Title: Camp Instructor

FLSA Status: Exempt

Position Overview:

Pasadena Waldorf School (PWS) is seeking a part-time *Camp Instructor* for our Seasonal Break Camps. The focus of this position is for the *Camp Instructor* to lead 4-15 students from Grades 1st through 6th in themed lessons, projects, and activities. They will work closely with one or two camp assistants and have on-site support from the *Out-of-School Programs Coordinator*.

Responsibilities:

- Plan, develop, and implement the theme of the week through various lessons and programs.
- Lead and facilitate various camp activities, such as educational projects, arts and crafts, music and movement, and nature exploration.
- Establish a daily schedule and rhythm for campers.
- Maintain the safety and wellbeing of campers and ensure that safety protocols and procedures are followed.
- Promote an inclusive, supportive, and respectful camp environment and community.
- Maintain open and effective communication with parents/guardians by providing updates on camp activities, addressing concerns or questions, and reporting any incidents and or injuries.
- Schedule an end-of-week event for parents to showcase what their children have been learning and working on.

Qualifications:

- High School diploma or GED required; Bachelor's degree preferable.
- 1-3 years of experience teaching students in Kindergarten-6th Grade.
- Ability to work collaboratively with the *Out of School Program Coordinator*, take initiative, and represent the school in a professional manner.
- Willingness to learn the unique school cultural and work environment of a Waldorf School
- Lesson/program planning and classroom management skills (i.e. ability to manage social flow, healthy communication, reinforce positive language)
- Excellent verbal and written communication, interpersonal, and problem-solving skills.
- Adherence to the policies and procedures outlined in the PWS Employee Handbook
- First Aid/CPR Certification preferable
- Background check clearance is mandatory.

Reports to: *Out-of-School Programs Coordinator*

Compensation:

- This position is a full-time, temporary, exempt position working 4-5 days per camp week, on site at either the Mariposa or Mendocino campus.
- Pay scale is \$168/day. \$840 for a 5-day camp week or \$672 for a 4-day camp week.
- Estimated daily start time and end time: 8:30AM-3:00PM
- End time may vary depending on camp students' dismissal, classroom clean-up, and prep-time.

To Apply: Please submit a letter of introduction, a resume, and contact information for three professional references to pwsjobs@pasadenawaldorf.org

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods. The employee is required to stand and walk; bend/ twist/kneel; use fine motor skills. The employee must regularly lift and move up to 25 pounds and occasionally lift and move up to 50 pounds. Anything over the weight limit should be done as a two-person lift or with a mechanical lift.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. PWS is made up of multiple buildings and campuses with uneven surfaces and terrain. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate, but machines can get loud for those with sensitive hearing.

Pasadena Waldorf School is an Equal Opportunity Employer and makes employment decisions based on merit. We are committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, or any other protected characteristic. We are committed to providing reasonable accommodation to qualified individuals with disabilities. If you require accommodation to participate in the application or interview process, please contact the School's Human Resources Manager to request assistance. This policy applies to all recruiting and hiring practices, promotion, compensation, benefits, training, professional development, and other terms and conditions of employment.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include and are not intended to include every possible activity and task performed by every specific employee.*