

Position Description

CAMP DAY CARE



Position Summary:

Camp Day Care Staff are responsible for supervising and organizing activities, games and snacks for up to 30 children with two other staff. Camp Day Care Staff will check in and out children to authorized adults following the Oregon Zoo's safety protocols in regards to this. Camp Day Care Staff will provide a safe, positive, fun and secure environment for participants.

Resumes Accepted: February 1st – March 26th

- **Interviews will be conducted mid-April.**

Position Begins: June 21st (estimated end of Oregon public school year)

Position Ends: September 3rd (estimated beginning of Oregon public school year)

Minimum requirements:

- 16 years of age
- Experience working with children
- First Aid/CPR Certification preferred
- Food Handler's Card preferred
- All applicants 18 years or older are subject to a criminal background check

Type of Position & Compensation:

- Part-time Temporary position, 15 hrs/wk Monday-Friday. Employment dependent on enrollment.
- Pay rate is \$8.40/hour.

Required knowledge skills and abilities:

- Ability to facilitate age appropriate, active, safe and fun activities for up to 30 children.
- Ability to work as a team member.
- Excellent child management skills.
- Able to lift and carry up to 25lbs.
- Effective communication skills.

Responsibilities:

- Provide a recreational and safe experience for participants.
- Work cooperatively with all zoo staff.
- Attend to the health and safety of the students at all times.
- Support all Zoo Camp, Oregon Zoo and Metro policies.
- Prepare supplies, site set-up and clean-up, and other tasks necessary for running day care.
- Maintain a secure, safe area until arrival of the authorized adult to pick up the child.
- Consistently project a positive, friendly attitude to all students, parents and fellow staff.
- Provide opportunities for parents to express concerns; communicate these to the Camp Director

Specific Duties:

- Care for up to 30 students with two other staff for snack, craft and games.
- Be aware of and prepared for any health problems listed on student's registrations.

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- Arrive on time to make necessary preparations and plans with the camp staff team.
- Create opportunities for all students to feel capable and successful.
- Create opportunities for all students to have a positive social experience, especially seeking out and helping shy children to find a comfortable peer group.
- Respond to disruptive behaviors.
- Check-in and check-out children with authorized adults and staff relay children's performance to the authorized adult when appropriate.
- Secure and clean area utilized by children and staff for Day Care.
- Inform Camp Director of any problem or incident that might be of concern to parents, students or staff.
- Accept direction, instruction and assigned responsibilities from the Camp Director as determined necessary for a safe and effective program.

Responsible To:

Camp Director

Send Interest/Skills Overview, Resume and Cover Letter to:

Seasonal Positions
Oregon Zoo Conservation Division
4001 SW Canyon Rd
Portland OR 97221

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