



## Job Description – Essential Functions

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**POSITION:** Summer Camp Assistant – Temporary, Part-time

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**CHILDREN'S HOUSE MISSION:** The Children's House is a Montessori preschool and kindergarten that guides a diverse group of children to become joyful and confident lifelong learners who respect others and the world around them.

### General Responsibility:

- ◆ Responsible for assisting the overall supervision, safety, education, and daily functions of a nature-based summer camp implementing Montessori methodology, in coordination with a Summer Camp Coordinators and Executive Director
- ◆ Commitment of Summer Camp schedule: Afternoons, weekdays in the months of June and July; averaging 20 hours per week, plus possible additional hours if needed
- ◆ Reports to Summer Camp Coordinators and Executive Director

### Qualifications:

- ◆ Preference given to applicants who hold degree and/or experience related to early childhood
- ◆ Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations
- ◆ Must meet basic requirements of local childcare regulatory agency
- ◆ Must be able to relate positively with young children

### Specific Duties:

- ◆ Supports a daily schedule and a curriculum based upon Montessori method and philosophy, NAEYC's Developmentally Appropriate Practices and the Tennessee Department of Education curriculum standards
- ◆ Assists preparing environments (inside and outside) daily providing attractive, well-maintained spaces that encourage learning, creativity, respect, and independence
- ◆ Models and implements Positive Discipline techniques
- ◆ Communicates with co-teacher regarding anecdotal observations of children throughout the day
- ◆ Accepts responsibility for assisting maintenance and necessary housekeeping duties of the classroom, common use areas and playgrounds
- ◆ Maintains the Children's House positive, professional attitude and work behavior

- ◆ Observes all rules, regulations, policies, and procedures of Children's House and the local, state, or national regulatory agencies
- ◆ Maintains professional Code of Ethics of the American Montessori Association
- ◆ Performs related duties as required by the Summer Camp Coordinators and Executive Director

Upon Employment:

- ◆ Must meet all Children's House of Nashville and local, state, or national basic health requirements as well as other requirements required by regulating agencies
- ◆ CPR and First Aid training, as required
- ◆ Must complete all necessary company employment and payroll forms
- ◆ Fingerprinting and/or criminal investigation report completed