

CAPE ELIZABETH SCHOOL DEPARTMENT
Community Services Division
Job Description

TITLE: Youth Summer Staff

QUALIFICATIONS:

1. **Education/Certification:** Must be at least 14 years of age and completed grade 8. If under the age of 16, must have a Workers Permit approved through the Superintendents Office and in accordance with the laws.
2. **Special Knowledge/Skills:** Must have knowledge of Community Services programming and like working with younger children
3. **Experience:** Must have experience working with children either by assisting in Community Services youth programs, working in the pool, daycare, or babysitting.

REPORTS TO: The Community Services Summer Program Director

JOB GOAL: Assist Adult Summer staff in ways that will enhance providing campers with a fun and safe environment

PERFORMANCE RESPONSIBILITIES:

1. Supervise and work with campers under the direction of an adult counselor
2. Assist setting up activities and equipment
3. Sell drinks and snacks during the lunch hour
4. Take care of lunch trash and pick up grounds
5. Assist campers getting from one activity to another

TERMS OF EMPLOYMENT: Compensation in accordance with the recommendation established by Superintendent and Business Manager, and in accordance with the budget. Seasonable, hourly position.

WORKING CONDITIONS:

Mental Demands: staying on task, being on time,

Physical Demands: Walking, sitting, bending, setting up equipment

Environmental Conditions: Walking outside, slippery surfaces

EVALUATION: The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which the job goals are met.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 13, 2006