



*Day camp for Children and Youth Experiencing Homelessness*  
**Instructional Assistant**

**Position Description:**

Valuable team member assigned to assist in the daily academic and social growth of our UpSpring Summer 360° students. The Instructional Assistant (IA), with the assistance of the classroom teacher, will create, implement, and assess programming on a daily basis. Children attending the summer program are ages 5-14 and are currently experiencing homelessness or have participated in an UpSpring program in the past. The IA will be expected to interact and build rapport with children.

**Responsibilities:**

- In coordination with classroom teacher, oversee and help lead daily lessons
- Work with children in need of one-on-one reading/tutoring
- Monitor students' behavior in all settings
- Monitor basic needs of students including meals, clothing, hygiene, and health related issues.
- Assist with preparation and planning of camp & class activities (field trips/day trips.)
- Prepare classrooms for educational activities in collaboration with teachers
- Serve as a leader/role model for students
- Assist with enrichment activities i.e. art lessons
- Build a positive working relationship with staff
- Assist with over-all cleanliness and organization of facility
- Work collaboratively with classroom Teacher, Intern, and Junior Counselors
- Being present and engaged in student learning and enrichment
- Other duties as otherwise specified

**Qualifications:**

State Teaching Certification, or Educational Aide Permit. Prior experience working with children and youth experiencing homelessness is preferred.

**Additional Requirements:** Able to lift 30 pounds. Use of personal cell phone for staff communication.

**Work Hours:** 35-hour work weeks, Mon-Fri 8:30am – 4:00 pm (with half-hour unpaid lunch break)  
Working days: May 31, 2024 – July 12, 2024 (Holidays Paid: June 19<sup>th</sup> & July 4<sup>th</sup>, unpaid  
Holiday: July 5<sup>th</sup>); **Summer 360° staff are expected to be present every day during camp.**

**Rate:** \$22.00 per hour