The International School
Language Immersion Summer Camp 2019

Job Description

Title: Snack Coordinator & Program Assistant
Department: Summer Camp
Reports to: Summer Camp Director & Global Kids Program Manager
Status: Non-exempt (hourly)
Wage: starting at $13.25/hr
Dates of Camp: June 24-August 2, 2019, with one (1) required orientation prior to the start of camp. Orientation date and time released by March 2019

General Summary
A full-time seasonal position reporting to the Summer Camp Director and the Global Kids Program Manager, the Snack Coordinator & Program Assistant is an essential team member who ensures camp is a safe and fun environment for all campers and staff. Duties and responsibilities include but are not limited to the ordering, preparation, and distribution of snack to classrooms; cleaning and maintaining food storage and preparation areas and related equipment; communicating with teachers and staff regarding snack needs and camper allergies; supervision of campers and distribution of milk during lunch times in Learners’ Hall; assisting with set-up and take-down of camp activities and events; and, supporting the Summer Camp Administrative team with a variety of tasks to assist with summer camp operations.

Essential Functions
Snack Coordination
- Prepare and distribute snacks to all camp groups
- Communicate with teachers about snack needs (e.g. when more food is needed) and camper allergies
- Oversee inventory of snack supplies (food items as well as paper products)
- Work with Camp Director or Global Kids Manager to order appropriate quantity and variety of snacks from vendors
- Properly store snacks and snack supplies, organize as needed
- Clean and maintain food storage and preparation areas and related equipment
- Distribute milk to campers at lunch time in Learners’ Hall

Program Assistant
- Provide supervision to campers during communal lunch times in Learners’ Hall and as requested by Camp Director
- Provide a safe environment for all campers under their charge and notify the Summer Camp Director or Global Kids Program Manager when unsafe conditions exist
- Monitor campers during recess and in classroom and address any behavior or other camper issues that arise
- Chaperone and monitor students during off-campus field trips to ensure their safety and good behavior
- Communicate any extreme or repeated behavioral or other camper issues to the Camp Director
- Be knowledgeable about camper allergies and medical issues. Follow camp policies on how to respond to first aid needs and emergencies.
- Support the Summer Administrative team, including the Registrar, Health and Safety Coordinator, Camp Coordinator, and Camp Director with a variety of tasks to ensure the smooth operation of camp
- Assist with morning drop-off or afternoon pick-up, as assigned by the Camp Director
- Assist with the set-up and take-down of camp activities and events, including but not limited to field day, and end-of-session performances and celebrations

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• Light custodial duties - cleaning up spills or accidents in the hallway or classroom, cleaning and organizing the front office, contacting facilities or custodian for urgent needs
• Understand, follow and implement the rules and regulations of the Oregon Office of Child Care.

Other
• Respond to all emails within 48 hours.
• Follow the schedule provided, report any scheduling problems to the Summer Camp Director in a timely fashion
• Work hours outlined by Camp Director – report any lateness or absences to Camp Director
• Become familiar with the rules and regulations of The International School's summer camp program as outlined in the Summer Camp Handbook and work in compliance with those rules and regulations
• Conduct himself or herself at all times in an appropriate and professional manner
• Attend all required Summer Camp orientations and meetings
• Report to the TIS Summer Camp Director and Global Kids Program Manager and carry out occasional additional duties as assigned by the Summer Camp Director or Head of School

Knowledge, Skills and Abilities
• Passionate about working with children and the mission and values of the school and camp
• Self-starter, hard worker
• Ability to work independently
• Good, pro-active communicator
• Ability to communicate effectively with a diverse pool of personalities.

Working Conditions/Physical Requirements:
• Capable of quickly traveling to multiple locations on school campus including up and down hills, lifting or otherwise carrying 40 pounds, traveling up/down flights of stairs, standing and sitting for long durations

Required Qualifications
• At least one year of experience in a food preparation role, preferably at a school or camp
• Proficient in written and spoken English

Preferred Qualifications
• At least one year of experience working with children, preferably in a camp or school setting
• Bilingual: Communicate fluently in written and spoken English and any of the languages taught at the school: Spanish, Japanese or Chinese.
• Comfortable in an international community with experience living and/or traveling overseas and studying other languages.

Training Requirement (may be acquired after hire)
• Enrollment in the Oregon Office of Child Care Central Background Registry
• Current Food Handler’s Card
• Current certification in CPR/First Aid
• Completion of the Introduction to Child Care Health and Safety (ICCHS) course offered through the Oregon Office of Child Care

How to Apply
1. Visit our website for application instructions and required documents: http://intlschool.org/summer-jobs
2. Then, apply online: https://internationalschool.tedk12.com/hire/index.aspx

**Employment is contingent on successful completion of the Oregon Early Learning Division Office of Child Background Check https://ssl7.emp.state.or.us/ccd/**

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