



Job Title:	QUEST Summer Activity Instructor	Wage/Hour Status:	Non Exempt
Reports To:	Site Supervisor	Pay Grade:	\$12-\$25 per hour
Dept. /School:	Assigned Campus	Date Revised:	02/20/2019

Primary Purpose:

Provide a safe and developmentally-appropriate environment for the children enrolled in the MISD QUEST Summer program.

Qualifications:**Education/Certification:**

High school diploma or GED
Must be 18 years or older

Special Knowledge/Skills:

Ability to work well with children, parents and co-workers
Ability to follow verbal and written instructions
Positive customer service skills
Ability to organize various activities
Designated "Caregiver" through Texas Child Care Licensing, preferred, or applicant will be required to obtain certain training/education in accordance with District timelines

Experience:

Experience working with children in a structured setting

Major Responsibilities and Duties:

1. Positively guide and engage while actively supervising camp participants.
2. Demonstrate positive attitude and actions through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism to participants, families, and colleagues.
3. Lead a group of up to 20 campers ages 4-12 with a fun, positive and outgoing attitude while acting as a role model.
4. Interact with children while modeling respect.
5. Encourage developmentally-appropriate independence in children.
6. Maintain a safe, clean and productive environment.
7. Keep Site Supervisor informed of special needs or concerns regarding individual students.
8. Greet and welcome children, parents and other visitors.
9. Recognize and respect the uniqueness and potential of all children, their families, and their cultures.
10. Demonstrate self-control and good judgment.
11. Engage children in interactive activities including organized arts and crafts, hands on science experiments, sports activities, games and field trips while maintaining a safe environment.
12. Ensure that all policies and procedures are adhered to and report any inappropriate behaviors.
13. Uphold a strict knowledge base of Texas Child-Care Licensing Regulations/Minimum Standards, district, school, and program policies

Supervisory Responsibilities:

None

Equipment Used:

Program sports equipment and supplies assigned to the QUEST program

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.