

## Summer Camp Instructor (Part/Full Time)

The Academy of the Sacred Heart is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

### Job Description

The Summer Camp Instructor or Assistant is directly accountable to the Summer Camp Director and Program Director. S(he) works with the Camp Director, campers, and parents to ensure that the spirit and the life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he):

- Understands, embraces, and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues and administration.
- Works with the Program Director and Lead teacher to execute responsibilities relating to the ASH summer camp program: classroom management, facility use, and campers' well-being.
- Attends and participates in the following: Safe Environment course (if applicable), camp orientation and set-up, and weekly staff meetings if scheduled.
- Works with Lead Teacher to create and plan for course or suggested activities for program.
- Completes necessary tax forms, etc., with the school's business office.
- Works with the program director to secure substitutes in the event of illness or other emergencies.
- Agrees to fulfill the terms of the contract of employment.

### Preferred Qualifications

- Experience working in summer camp programs.
- CPR Certification if applying for Summer Hearts
- Must be available the weeks stated in employee's contract.
- Must attend mandatory meetings and orientation.

### Application Process

Applicants should submit the following to [ashsummercamp@ashrosary.org](mailto:ashsummercamp@ashrosary.org):

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses and telephone numbers of two references. (We will obtain permission from candidates before contacting references.)

*The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.*