



## SUMMER PROGRAMS ASSISTANT COUNSELOR

**OUR MISSION:** Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

**ABOUT US:** Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB SUMMARY:** The Summer Programs assistant counselor supports Summer Program classes, assigned camp activities, and assists during lunch and free play time. Depending on interest and space availability counselors can be assigned to STEM, Arts, Athletics, Nature & Outdoors, or Skills Building & Leadership and more. The assistant counselor collaborates with the Summer Programs staff and instructors to implement the program in accordance with established guidelines and policies. This position requires a high degree of interaction with campers' families, and other departmental staff. A key determinant of success in this position is the ability to communicate effectively with students, families, colleagues, and the public, and find a balance of camp fun and guiding campers during their summer experience at OES. The assistant counselor will abide by and promote all COVID-19 health and safety practices required by the state and Oregon Episcopal School.

This is a part-time or full-time, hourly, seasonal position that starts June 21 and continues through August 27, 2022. It comes with paid sick leave. Reports directly to the director of summer programs.

### ESSENTIAL DUTIES:

- Assist in summer classes each week as assigned by collaborating with instructor or partner to meet support needs.
- Support child led learning and trust building with all campers.
- Assist with lunch, free play, all camp gatherings and AM and All Day camp check out procedures.
- Maintain and model camper centered support and management protocols language, and procedures that promote inclusion, positive behavior management strategies, growth mindset techniques, inquiry, development of problem solving skills and support self-esteem.
- Provide a positive and healthy role model so students can feel emotionally/physically safe and empowered while they (learn to) negotiate through open communication.
- Provide an efficient and effective response to questions and issues that arise during the work day.

- Provide a caring and nurturing environment with respect for students' individual differences and needs.
- Provide careful and concentrated supervision of free play areas to ensure students' safety.
- Attend all training and staff meetings starting 6/21/2022
- Maintain (or be willing to obtain) current CPR and First Aid certifications.
- Other duties as assigned from team leads, assistant directors, and director.

#### **MINIMUM QUALIFICATIONS:**

- 1-2 years minimum experience supervising children, youth, and teens (grade) in a childcare and/or educational setting
- Knowledge of and desire to learn developmentally appropriate activities for children and understanding of child development
- Intercultural competency, ability to facilitate diverse groups of students equitably, ability to interact appropriately and respectfully to all colleagues, students, and family members of all backgrounds, demonstrated commitment to equity and inclusion
- Basic digital literacy, proficiency with web based and other applications as appropriate to job duties
- Ability to pass a criminal background check
- Full Covid-19 vaccination or documented medical or religious exemption required.

**NOTE:** OES takes the safety of our community very seriously. OES requires all employees to be fully vaccinated (including boosters), and will only make exceptions for documented medical and religious accommodations when they do not cause an undue hardship or create a direct threat to our community.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent conflict mediation skills
- Responsive, problem solving orientation, ability to provide exceptional customer service to all parents and family members of campers
- Ability to apply principles of equity, inclusion, and anti-racism in performance of all job duties and in the broader workplace community.
- Emotional intelligence and interpersonal skills, ability to maintain positive relationships with students, families, and colleagues

#### **PHYSICAL REQUIREMENTS:**

- Mobility sufficient to move about the campus and assure the safety of young children
- Ability to sit at a computer and keyboard for brief to moderate periods
- Ability to communicate clearly with students, parents, and coworkers
- Ability to lift and carry up to 20 lbs on an occasional basis

**COMPENSATION:** \$19 to \$21 per hour depending on experience

#### **APPLICATION INSTRUCTIONS:**

- Visit [www.OES.edu/careers](http://www.OES.edu/careers) to learn more about the School.

Updated April 20, 2021

- Fill out the [OES Summer Assistant Counselor Application](#) and upload your resume and cover letter addressing your understanding of inquiry based and child centered learning and why you love summer camp.

**IMPORTANT NOTE FOR INTERNAL CANDIDATES:** Login to the payroll system as normal, search for *My Career*, then, select *Search for Jobs*. This brings up a menu of all open positions allowing you to apply easily from there.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.