

Roanoke Higher Education Center

Position Description

Job Title: Summer Math Camp Counselor

Date: April 2024

Status: Temporary, hourly, part-time position

Department: Academic and Student Services

Reports to: Student Success Center Coordinator

The summer math camp counselor position is for a 4-week summer math camp geared toward rising 4th - 6th graders. This position will help lead instructors with math lessons and implement fun and engaging activities to campers. This is a temporary four-week position, plus training time, taking place at the Roanoke Higher Education Center.

Expected Qualifications

- Enthusiasm for math
- Great verbal, listening, and interpersonal skills
- Energetic, outgoing, and creative
- Organized and have ability to lead students throughout the day in various activities
- Able to attend mandatory training workshops prior to the beginning of camp
- Work well with campers and fellow staff members
- Maintain records of basic student information, course topics, time worked, and other information as deemed necessary

JOB KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be proficient in Microsoft applications including Outlook and Google applications
- A professional appearance
- Ability to work with children in a camp setting
- Must be able to handle confidential student records information

EDUCATION AND/OR EXPERIENCE

- Interest and/or coursework in mathematics
- Working towards a degree with coursework in math or education
- Previous experience delivering educational programs preferred
- Summer camp counselor experience and first aid training a plus

WORK HOURS

This is a temporary, full-time position for the summer of 2024. Work hours are based on camp hours and are typically Monday - Friday between the hours of 7:30/8:00 am to 1 pm or 12:00 pm to 5:00 pm. This position is paid on an hourly basis and will last approximately four weeks.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating instructions, maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with students and staff.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit, possess manual dexterity, and be able to talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee is occasionally lift and/or move up to 30 pounds. Specific vision abilities for this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

My signature acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

Employee signature

Date

Employee's name (Please print)