

**Roanoke Higher Education Center**  
**Position Description**

Job title: **Summer Math Camp Instructor**

Date: April 2024

Status: Temporary, hourly, part-time position

Department: Academic and Student Services

Reports to: Student Success Center Coordinator

**SUMMARY**

The Summer Math Camp Instructor position at RHEC encompasses multiple duties as related to summer camp organization, leading, and teaching. The instructor will lead, teach, supervise, and engage students using a prepared math curriculum daily during a 4-week summer camp. This includes during classroom instruction, games and other activities, and break times. The instructor will also direct camp counselors to help with camp organization throughout the day.

This position requires the instructor to administer pre- and post- assessments to each camper, keep daily attendance, record student progress, and provide individual instruction as needed. The instructor should be knowledgeable and enthusiastic about math and able to instruct students in a classroom setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Knowledgeable and enthusiastic about math
- Lead, teach, supervise, engage students throughout the camp day
- Safeguard the physical, emotional, and intellectual safety of camp participants
- Ability to positively supervise students with kindness, honesty, and empathy
- Partner with your camp staff for scheduling each camp day
- Take part in training and staff meetings
- Keep records of basic student information, course topics, time worked, and other information deemed necessary
- Maintain regular communication with the Student Success Center coordinator about scheduling, workload, and other work-related information
- Work as a team player within RHEC and the Student Success Center to meet the expectations of the students, staff, and member institutions
- Other duties as requested

**SUPERVISORY RESPONSIBILITIES**

Incumbents will coordinate activities of summer camp counselors.

## **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.
- Must exhibit excellent interpersonal, customer service, organizational, planning, verbal, and written communication skills.
- Maintain a professional appearance.
- Possess ability to work independently with limited supervision.
- Have ability to work with children in a camp setting.
- Be a self-starter with good time management skills.
- Must be able to handle confidential student records information
- Must be professional, flexible, honest, and patient with students.

## **EDUCATION AND/OR EXPERIENCE**

- Degree in mathematics education (preferred) or earning degree in math education
- Experienced summer math camp instructor (preferred)

## **WORK HOURS**

This is a temporary, part-time position for the summer of 2024. Work hours are based on camp hours and are typically Monday - Friday from 8:00 am to 1 pm or 4:00 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)