



Southern California Conference
of Seventh-day Adventists

JOB DESCRIPTION

POSITION TITLE:	Summer Day Camp Leader	DATE:	April 22, 2024
SCHOOL:	South Bay Christian School Torrance, CA	REPORTS TO:	Principal
CLASSIFICATION:	Non-Exempt Part-Time, 25 hours, per week	SALARY RANGE:	\$16.90-\$18.00

POSITION SUMMARY

Support Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team-

We are seeking a fun-loving and responsible summer camp leader to help oversee, coordinate, and carry out summer camp activities. Must love children, be level-headed, and be able to ensure school rules are followed to ensure the safety and well-being of all children.

ESSENTIAL FUNCTIONS

1. Regular attendance. Be dependable with regular attendance.
2. Work with camp director to develop and implement daily, weekly, and overall camp schedules and activities.
3. Design age-appropriate programs that promote creativity, fun, and learning.
4. Assist with all activities for campers.
5. Always know the whereabouts of all students, never leaving children unattended.
6. Implement and enforce camp safety protocols, procedures, and school rules, to ensure the safety of all members.
7. Respond promptly and appropriately to any emergencies or incidents that may arise.

8. Refrain from talking on a cell phone, texting, or using a cell phone unless absolutely necessary so as not to be distracted when supervising students.
9. Check each door to ensure they are locked prior to leaving campus.
10. Maintain accurate records of attendance and incidents.
11. Ensure all parents sign their children out.
12. Comply with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
13. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job, the individual must:

Perform each essential function satisfactorily, and

- Be a member of the Seventh-day Adventist Church in good standing, and
- Meet the requirements listed below.

Education and Experience

- Completed at least high school. At least 1 year of related experience is desirable.
- Strong leadership, communication, and organizational skills.
- Ability to problem-solve and adapt to changing situations.
- CPR and First Aid certification (or willingness to obtain).
- Livescan background check and clearance through the Southern California Conference (Can be completed after hiring.)
- Complete Mandated Reporter Training.

Competencies

- Ability to maintain strict confidentiality of privileged information.
- High level of emotional and social intelligence.
- Problem solving and analytical skills.
- Excellent communication skills and interpersonal skills.
- Build relationships and ability to relate to diverse peoples and cultures.
- Knowledge of relevant organizational regulations, policies, and procedures
- Strong verbal, written, and interpersonal and communications skills.
- Ability to relate and engage diverse peoples and cultures.
- Ability to function as a team player.
- Self-starter and able to work with minimal direct supervision.
- Communicate effectively with parents, children, and staff, regarding camp activities, updates, and concerns.
- Refrain from discussing confidential or sensitive information with unauthorized persons.

- Collaborate with other camp leaders and staff to address challenges, share resources, and promote a cohesive camp experience.

Personality Traits

Candidates should be professional, have an excellent work ethic, be punctual, flexible, tactful, and discreet. They should enjoy working with children, be pleasant, have a positive attitude, be willing to show appropriate judgment in modest dress and grooming, keeping in mind the values of the Church.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

- The noise level in the work environment is usually moderate.
- Extended hours may occasionally be required.
- Hours may vary anytime between 7:30 am through 6:00 pm., Monday through Friday.
- This is a seasonal position for the duration of the summer camp program.
- Summer Camp will begin June 10, 2024, and run through August.
- Compensation will be competitive and commensurate with experience.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.