

*Job posted on 2014-04-10 by 00026579; posting expires on 2014-05-30*

**Employer:** Maryland Salem Children's Trust

**Position:** Summer Program Assistant

**Job Description:** Summer/Seasonal,

JOB TITLE: Summer Program Assistant

TO WHOM RESPONSIBLE: Lead Resource Counselor

RATE OF PAY: 10.00/hour part-time (30 days of Summer Employment)

HOURS OF WORK: Monday through Friday (9am – 1pm)

WORK LOCATION: Salem School

POSITION START DATE: July 1 (Paid Training prior to this date)

**AREAS OF RESPONSIBILITY:**

- 1.Assisting other staff to manage activities for Summer Program.
- 2.Setting expectations for the behavior of Summer Program participants.
- 3.Accompanying students to and from their activities.
- 4.Maintaining a positive and structured environment within each group.
- 5.Fostering the development of responsibility, self-esteem and interpersonal skills.
- 6.Understanding and appropriately using effective praise, preventive teaching, corrective teaching and intensive teaching to teach basic social skills and to maintain low tolerance levels for the students' inappropriate behavior.
- 7.Disciplining the students as needed according to administratively determined policies.
- 8.Maintaining a safe environment for the group, attending to the safety issues at all times.
- 9.Participating in the planning and evaluation of the summer program.
- 10.Attending the summer orientation and training programs and weekly summer staff meetings.
- 11.Supporting the Salem philosophy and concepts in all activities and discussions with the children.
- 12.Other duties as assigned by the Lead Resource Counselor.

**Qualifications:** EDUCATION AND EXPERIENCE: Must have a high school diploma; college and bachelor's degree preferred. Minimum of one year of experience in teaching or recreation preferred.

**Application Instructions:** Call for Details and Interview Opportunities

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MD Salem Children's Trust

Kathy 301-689-8176 ext. 207