



JOB DESCRIPTION

Position Title:	Kid's University Day Camp Receptionist
Department/location:	Summer Camp
Immediate Supervisor:	Summer Camp Director
Supervisory Responsibilities	None
Status:	Part-Time, Hourly, Non-Exempt
Wage Scale:	Hourly
Date:	May 29-August 3, 2018

VISION:

"The Mission of Mile High Academy is to provide an excellent Christ centered education that empowers young people to excel."

While this is our mission we have some very specific goals

- MHA will be the catalyst to experience and share Jesus with everyone
- Each staff member will be committed to helping foster our CHERISH Core Values in our community

MHA is committed to a bold and innovative departure in hybrid or blended learning, using digital curriculum in the core subjects, integrated technology in instruction, engaging students in project-based learning activities, and promoting meaningful community service for all students.

Our summer day camps have been created to continue learning through a fun learning environment.

JOB SUMMARY:

Mile High Academy's - Kid's University Learning Center Helpers are responsible for the running and executing of the summer day camp vision to make summer learning fun, engaging and relevant.

Nature of Work:

- Demonstrate competency, good judgment, and self-control in the presence of children and families and when performing assigned responsibilities.
- Relate to children and parents with courtesy, respect, acceptance, and patience.
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures.
- Ensure that no child is abused, neglected or exploited while in the care of Mile High Academy' KUDC.
- Report suspected abuse, neglect, and exploitation to the Director and to CPS.
- Provide instructional reinforcement to children in and out of the classroom setting.
- Assist the Director and Lead Teachers as needed.

DUTIES AND RESPONSIBILITIES:

Reporting to the Summer Camp Director, and working in partnership with the Growth team, this position is responsible for the following:

1. Arrive prior to start time to wash hands, use the restroom, and debrief with acting director on site for daily instructions.
2. Kid's University Schedule:
 - 10 Weeks: Must be available to work at least **8 weeks**, but may work all 10 weeks
 - Dates: May 29 – August 03, 2018
 - Hours: 7:00 AM – 6:00 PM (Students workers will work a maximum of 8 hours a day) We will adjust schedules accordingly
 - Must report to work on May 29 for training and set up of Kid's University
3. Assist with registration each week.
4. Welcome guests and assist with daily sign in and sign out, receive payments, answer questions about camp, work with forms, being helpful and courteous at all times.
5. Answer incoming telephone calls per instructions to determine purpose of callers, answering questions as able and directing to appropriate personnel if needed.
6. Checking camp office voicemail, taking and delivering messages or transferring calls.
7. Assist in administrative and clerical duties that might include faxing, copying, and organizing/maintaining files.
8. Ensure communication happens in a timely manner between families and caregivers.
9. Interact routinely with children and families in a positive manner. This includes greeting each family while they are at the Facility and interacting the children throughout the day.
10. Ensure that all belongings (lunch boxes, sippys, bottles, drinks, etc.) are stored properly and returned at end of day.
11. Show appreciation of children's efforts and accomplishments. Focus on the positive. Make a big deal out of their accomplishments-big or small.
12. Other duties as assigned. May be asked to cover other summer camp positions including preschool or school office tasks.

PERFORMANCE FACTORS:

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, church members, etc.
- Know and comply with minimum standards and Mile High Academy policies.
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

- Assist in fostering developmentally appropriate independence in children. Foster a cooperative rather than a competitive atmosphere. Encourage students to use their words. Show them how to work through things.

QUALIFICATIONS/REQUIREMENTS:

- 16 years old or older
- Be an active Christian engaged in your faith community
- Must be willing to obtain the KUDC training necessary to develop consistent, stable and supportive relationship with young children and their families and meet minimum standards of care.

TYPICAL PHYSICAL DEMANDS:

While performing the duties of this job, the employee must be able to sit or stand for long periods of time and is regularly required to speak, hear, read, walk, bend and occasionally lift up to 25 pounds (office supplies). Depending on the location of the position, the employee may be required to use stairs. Must be able to effectively communicate both orally and in writing. Will need to work both inside and outside during summer months.

The physical demands described here 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.

WORKING CONDITIONS:

- Ability to work in a school environment that calls for a great deal of flexibility.
- Ability to work as a team as well as to complete assigned tasks independently.
- Ability to exercise a high degree of problem solving skills and independent initiative and to maintain a high level of enthusiasm.
- Ability to enjoy interacting with students, staff, visitors and the public in a professional and pleasant manner.
- All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The local church/school board in coordination with the Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

ACKNOWLEDGEMENTS:

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have

questions. I know of no reason that I should not be able to fully comply with the tasks, including the physical demands.

I understand that I must accurately record and report all hours worked and that I cannot volunteer my time for the same job that I also get paid for.

Signature

Date