



School Programs

Group Leader

Responsible to: Team Supervisor

Supervises: n/a

Summary of Position

Group Leaders are responsible for direct oversight of their camper (student) group within our After School program. They facilitate engaging, hands-on programs in an environment of kindness and support. Along with implementing structured environmental science projects and activities, they participate along with their campers in songs and active games, and create safe spaces for campers to engage in unstructured play.

Group Leaders may be placed with a single group or may float between two or more groups. Group Leaders are hired mainly for our After School programs. Some Group Leader positions have both an After School and Recess schedule.

Essential Functions

- Facilitate hands-on workshops and activities for groups of 10 elementary school campers
- Actively participate in songs, games and activities with camper group(s)
- Support campers' social and emotional growth through daily goal setting, reflections, and coaching
- Promote positive group dynamics through activities, play, and one-on-one connections with campers
- Be receptive to ongoing feedback and coaching from Team Supervisors and/or Directors
- Adhere to health and safety codes and respond effectively to urgent safety concerns

Job Specifications

- 18+ years old, with a minimum of 1 year experience working with elementary age youth
- Monday - Friday availability strongly preferred
- Must complete all SACC background clearances, fingerprints, medical exam and TB tests
- High levels of enthusiasm, kindness, patience, and flexibility
- Ability to be on your feet for 10 minutes at a time
- Ability to run, bend, and change directions while moving
- Ability to see and respond to dangerous situations



- Ability to safely ascend and descend stairs
- Willingness to work and play outdoors in all weather, including cold and rain
- Camp and after school experience preferred but not required

Team Supervisor

Responsible to: Site Director

Supervises: Group Leaders

Summary of Position

Team Supervisors directly supervise 3-4 smallcamp program groups, including campers and Group Leaders. They are on the ground daily, visiting groups and providing support and advice as needed, particularly in the areas of group dynamics and challenging behavior. Team Supervisors offer ongoing coaching and feedback to Group Leaders, and must be able to maintain professional boundaries with those they supervise.

Essential Functions

- Direct supervision of 6 - 8 Group Leaders
- Daily visits to smallcamp groups for observation and coaching
- Recognize and respond proactively to group and co-worker concerns
- In collaboration with the program specialist(s), support group leaders in activity planning
- Implement staff appreciation initiatives
- Model behavior management and group dynamic strategies for Group Leaders
- Conduct scheduled and as-needed written and oral evaluations of staff
- Build strong relationships with parents
- Ensure timely and accurate record keeping.

Job Specifications

- Minimum 2 years of experience working with elementary age youth
- Minimum 1 year of experience supervising or leading peers
- CPR/First Aid Certification required - reimbursement is available
- Monday - Friday availability required
- Must complete all SACC background clearances, fingerprints, medical exam and TB tests
- High level professional communication skills, oral and written
- High levels of enthusiasm, kindness, patience, and flexibility
- Ability to be on your feet for 10 minutes at a time
- Ability to run, bend, and change directions while moving



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- Ability to see and respond to dangerous situations
- Ability to safely ascend and descend stairs
- Willingness to work and play outdoors in all weather, including cold and snow
- Camp and after school experience preferred but not required

Site Director

Responsible to: Assistant Director of School Programs

Supervises: Team Supervisors

Summary of Position

Site Directors manage the administration and operations of a school program site. School program sites range from 4 - 10 small groups of campers (about 30 - 100 children), with 10 - 30 staff members. Site Directors have the ultimate responsibility for the safety and quality of their program.

Essential Functions

- Supervise Team Supervisors, who in turn work directly with 3-4 smallcamp groups
- Facilitate schedule of staff leadership meetings for check-ins and program planning
- Respond to escalated behavior challenges and conflicts between campers or staff
- Identify need for in-service training and develop in conjunction with the Assistant SPD
- Oversee staff and program evaluations
- Cultivate effective working relationships with parents and school administrators
- Ensure timely and accurate completion of records/paperwork
- Ensure that site maintains SACC compliance
- Maintain regular communication with Assistant School Programs Director

Job Specifications

- Minimum 3 years of experience working with elementary age youth
- Minimum 2 years of experience supervising or leading peers
- Minimum 1 year experience in program management
- CPR/First Aid Certification required - reimbursement is available
- Monday - Friday availability required
- Must complete all SACC background clearances, fingerprints, medical exam and TB tests
- High level professional communication skills, oral and written
- High levels of enthusiasm, kindness, patience, and flexibility
- Ability to be on your feet for 10 minutes at a time
- Ability to safely ascend and descend stairs



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- Ability to run, bend, and change directions while moving
- Ability to see and respond to dangerous situations
- Willingness to work and play outdoors in all weather, including cold and snow
- Camp and after school experience preferred but not required