Job Description for K-5 Camp Director, Summer Dreamers Academy

Number of Positions: 3 (pending funding approval)
Grade levels: Current K-5 students
Salary: $10,450 total compensation
Start Date: January 31, 2020
End Date: August 6, 2020
Pre-Camp Hours: Up to 80 hours of pre-camp work and PD
- Must be available for interviews January 21-28
- Participation in CLT and site staff selection and hiring processes (February 15 and/or February 22, 2020)
- Must be available for bi-weekly trainings & site planning sessions February – June
- Must be available for CLT training days during week of Spring Break (April 6, 2020 – April 8, 2020).
- Must be available for camp-site supply packing day and promise store shopping day on May 30 and/or June 6
- Full day training and site set-up June 19, June 22 – 26, 2020 (may change depending on potential school snow makeup days)

During Camp Hours: 27 full-days of work during camp
Monday – Friday, June 29 – August 5 (no camp Friday, July 3)
8:00 a.m. – 4:15 p.m. with a 30 minute lunch break daily
Up to 10 hours of evening work and meetings

Post-Camp Hours: Up to 8 hours of wrap-up work
Thursday, August 6, 2020

Teaching Certificate Required: Yes; PA Certification Required, Administrative/Supervisory Certification Preferred

Position Summary: The Summer Dreamers Academy is a summer learning camp designed to offer Pittsburgh Public School students completing Kindergarten through 5th grade an opportunity to engage in exciting academic instruction and unique enrichment activities over the summer. With the goal of combating summer learning loss, Summer Dreamers provides targeted academic support delivered by certified teachers, and exposes campers to one-of-a-kind activities facilitated by contracted community activity provider partners. You can learn more about the history of the Summer Dreamers Academy and read more about our plans for 2020 online at http://www.pghschools.org/summerdreamers. *please note that these positions are pending funding approval*

Each K-5 Camp Director will lead a camp site of approximately 450 campers, 30 academic and activity teachers, 20 camp coordinators, and contracted community activity provider partners. The Camp Director is the lead member of the site-based Camp Leadership Team which includes one operations manager and one operations assistant, one behavior coaches- student support, one Learn & Earn coordinator, one curriculum coach, one activity specialist, and one SDSS. The Camp Director will oversee pre-camp planning and preparation, manage the execution of core program elements at their site, lead parental involvement efforts leading up to and during camp, and troubleshoot problems as they arise to ensure the smooth implementation of the 2020 Summer Dreamers Academy.
**Qualifications:** Camp Leadership Team members should have knowledge of PPS policies and procedures, experience working with urban youth (including parental involvement), technical proficiency (MS Office including Word, PowerPoint & Excel, as well as PPS systems including BlackBoard Connect, ESchoolPlus, PPS Insight, etc.), strong written and oral communications skills, excellent organizational and time-management skills, the ability to establish a strong culture among staff and campers at their site, and demonstrated success leading a team to accomplish a complex, multi-phase project. The K-5 Camp Director should be familiar with the academic, socio-emotional, and cultural needs of District elementary students, and have demonstrated and documented experience and success with these students.

**Preferred Skills and Mindsets**

- Thrives in an achievement-oriented and fast-paced environment
- Operates with a high level of personal responsibility and optimism
- Demonstrates an enthusiasm for the Summer Dreamers Academy mission
- Gets results through active leadership in the school and/or community
- Builds positive relationships with colleagues to achieve goals
- Coaches others and plays a role in their professional development
- Uses systems to keep organized, work efficiently, and manage multiple projects or priorities
- Communicates messages clearly, logically in a manner that others would find compelling and inspirational/motivating
- Four or more years of full time classroom teaching experience preferred
- Current or former Career Ladder teachers (or other similar school leadership role) preferred

**Essential Job Functions:**
Responsibilities of a Summer Dreamers Academy Camp Director include, but are not limited to:

**Create a vision for the camp site:**

- Set an inspiring vision for your camp site and motivate others to reach ambitious goals in support of that vision
- Lead staff to create a dynamic and engaging atmosphere for campers
- Develop All Camp Meetings – including camp skits, chants, and fun activities – and invest others in facilitating meetings
- Develop camp elements to reinforce the three camp rules – Have Fun, Work Hard, and Be Nice

**Engage activities organizations**

- Create strong relationships with contracted activity provider partners and other external stakeholders
- Maintain frequent communications with activity partners to build a strong culture
- Ensure activities are infused seamlessly into the camp to create a unified program between academics and enrichment activities
Build and manage a team

- Participate in selection process for site staff
- Lead the development of a strong camp leadership team and work closely with other members of the camp leadership team to ensure that academic courses and activities are integrated into a coherent program for campers
- Work collaboratively with the camp operations manager to ensure that the camp site operates smoothly and efficiently
- Cultivate a strong camp culture among all staff based on camp values
- Design and lead staff professional development sessions pre-camp and during camp
- Facilitate daily staff meetings and check-ins
- Develop and facilitate trainings for CLT pre-camp training, All Staff, and site-based training sessions
- Manage all camp staff towards camp site goals

Outreach to campers and families

- Establish methods of consistent communication with families during camp
- Assist with camper enrollment pre-camp and ensure high attendance during camp

Plan and execute the Summer Dreamers Academy at a camp site

- Work with the full-time Out-of-School Time central office planning team prior to camp starting to plan for summer camp logistics
- Ensure all camp site logistics are executed smoothly and efficiently including, but not limited to, camp schedules, bus pick-up and drop off, meal logistics, transitions between activities, camp site set up, and materials distribution
- Plan and execute special events, including parent orientation, end of camp celebrations, field trips, and guest speakers

Additional Job Information

Staff Absence Policy:

All staff are expected to be present for the days of PD, training, and work-time leading up to camp, for the post-camp wrap up days, and for all 27 days of camp. Exact pre and post camp hours vary by position and are outlined above. Staff are permitted up to 2 absences and pay will be docked for the days missed. If a staff member misses more than 2 days s/he may be asked to leave and will receive payment for the time worked. Camp Directors will be deducted $275 pay for any day of camp missed up to 2 days. Staff that have perfect attendance throughout the duration of the Program/summer 2020 will have two (2) additional sick days added to the employee’s paid sick day allotment.

Mandatory pre-camp planning, training, and professional development meetings and sessions are also required. Excused absences will be considered on a case by case basis and pay may be deducted or make-up training will be arranged.