

# 2020 Summer Job Descriptions and Training Requirements

## **Resource Services Positions**

Ideally, applicants will be able to work the full six-week summer schedule during the hours listed. When possible, the department supervisors try to work around students' schedules, particularly when they are enrolled in a credit course or have school-related travel plans.

### **Administration**

Generally the work hours are from 8:00 a.m. to 3:00 p.m. daily with a one-hour lunch break. Students will perform a variety of tasks including filing, shredding, taking inventory, moving boxes and copying documents. Depending on the department, students may also create spreadsheets, draft letters, do research projects, take photos, make videos, or work in the administration building garden. For Technology Information Systems, students will spend time assisting Computer Technicians with various tasks including inventorying hardware and installing software updates.

### **Bookstore**

Generally the work hours are from 8:00 a.m. to 3:00 p.m. daily with a one-hour lunch break. Duties for this position include counting and organizing all current inventory, moving books and other inventory items to update the store, returning unused books and receiving new books. Heavy lifting and cleaning are required. Students will work both independently and on teams.

### **Desert Oasis Teaching Gardens/Sustainability**

Generally, work hours are from 8:00 a.m. to noon, M-F, from the beginning of June to end of July. Duties for this position include planting, harvesting, weeding, watering, prepping food boxes for our CSA and Farmers' Market, seed saving, and assisting with educational events at the garden. This job requires heavy lifting and work outside. Students will work both independently and on teams.

### **Physical Plant**

Generally the work hours are from 7:30 a.m. to 2:30 p.m. daily with a one-hour lunch break. Students will work primarily outdoors in all weather conditions. Duties may include painting, working with hand tools, shovels and wheelbarrows, and moving furniture and equipment. Heavy lifting is required. Students may be assigned to complete tasks individually or as part of a team.

# 2020 Summer Job Descriptions, Training & Meeting Requirements

## Think Academy Summer Positions

### Day Camp (DC) Counselor

A full day position, 7:45 a.m. – 3:45 p.m. (7.75 hours), or half-day position, 7:45 a.m. – 12:45 p.m. (5 hours) responsible for supervising and engaging campers as follows:

- transfer campers to successive classes
- organize group sports such as basketball, baseball, kickball, flag football, and soccer
- engage campers in traditional games such as jump rope, sidewalk chalk, four square, and tag
- assist with instructional/recreational swim - up to 2 hours daily in the pool
- supervise campers during a field trip
- oversee campers during arts and crafts, movie viewing, and self-selected games

#### Mandatory Training Dates/Times:

|                 |   |   |
|-----------------|---|---|
| New Hires       | <b>Friday, May 29, 9:00 a.m. – 11:00 a.m.</b> | Location: (Begin in Simms; 10:30-11 a.m. dry land pool instruction) |
| Rehires         | <b>Friday, May 29, 9:00 a.m. – 10:00 a.m.</b> | Simms Auditorium  |
| Rehires         | <b>Sunday, May 31, 1:15 p.m. – 3:00 p.m.</b>  | Training/Open House; report to assigned gym)                        |
| New and Rehires | <b>Sunday, May 31, 1:45 p.m. – 3:00 p.m.</b>  | Open House (report to your assigned gym)                            |

### Day Camp Counselor / SwimAmerica Swim Instructor

Same as *DC Counselor* with the additional responsibility of instructing students during the morning instructional swim (1 hour per day). Requires Swim America Swim Instructor certification on Friday, May 29.

#### Additional Training:

|           |   |  |
|-----------|---|--|
| New Hires | <b>Friday, May 29, 10:30 a.m. – 2:00 p.m.</b> | (Mandatory in-pool instruction, to qualify for consideration for a day camp counselor/swim instructor position.) |
|-----------|---|--|

### High Noon Half-Day Camp (1-2) Counselor

A half-day position, 11:45 p.m. – 3:45 p.m. Same as *DC Counselor*, activities are similar to those listed under *DC Counselor*, with qualified counselors giving basic swim instruction the first three weeks.

#### Mandatory Training Dates/Times:

|                 |   |   |
|-----------------|---|---|
| New and Rehires | <b>Friday, May 29, 9:00 a.m. – 10:00 a.m.</b> | Location: Simms Auditorium                          |
|                 | <b>10:00 a.m. – 1:00 p.m.</b>                 | Training/Setup (Room 85/86) (Pool 10:30-11:00 a.m.) |
| New and Rehires | <b>Sunday, May 31, 12:00 p.m. – 2:30 p.m.</b> | Open House (Room 85/86)                             |

**SwimAmerica Swim Instructor Training** – requires the additional responsibility of instructing students (1 hour 2-3 x week for the first 3 weeks)

|           |   |  |
|-----------|---|--|
| New Hires | <b>Friday, May 29, 10:30 a.m. – 2:00 p.m.</b> | (Mandatory in-pool instruction, to qualify for consideration for a day camp counselor/swim instructor position.) |
|-----------|---|--|

### High Noon Half-Day Camp(3-6) Counselor

Same as *DC Counselor*, except no instructional swim.

#### Mandatory Training Dates/Times:

|                       |   |                                  |
|-----------------------|---|----------------------------------|
| New Hires and Rehires | <b>Friday, May 29, 9:00 a.m. – 10:00 a.m.</b> | Location: Simms Auditorium       |
| Rehires               | <b>10:00 a.m. – 11:30 a.m.</b>                | Training/Setup (WC Dining Hall)  |
| New Hires only        | <b>10:30 a.m. – 11:00 a.m.</b>                | Dry land pool instruction (Pool) |
| New and Rehires       | <b>Sunday, May 31, 12:30 p.m. – 3:00 p.m.</b> | Open House (WC Dining Hall)      |

### Tennis Camp Counselor and Variety Sports Camp Counselor

Tennis Counselors assist with tennis instruction. Variety Sports is the same as *DC Counselor* (except no instructional swim).

#### Mandatory Training Dates/Times:

|                 |  |   |
|-----------------|--|---|
| New and Rehires | <b>Friday, May 29, 9:00 a.m. – 10:00 a.m.</b>  | Location: Simms Auditorium                      |
| New and Rehires | <b>Friday, May 29, 10:15 a.m. – 10:45 a.m.</b> | Tennis Meeting (Tennis Courts)                  |
|                 |  | Variety Sports Training (East Campus Gym Field) |



## Teacher's Assistant (TA)

Position has a variety of time assignments, from a few to several periods per day. TAs must be willing to help with the teacher's requests which include:

- transfer students to successive classes
- provide individual or small group tutoring
- grade papers
- assist in supervision
- make copies
- set up projects and activities

### Mandatory Training Dates/Times:

|  |   |   |
|--|---|---|
| New and Rehires  | <b>Friday, May 29, 9:00 a.m. – 10:00 a.m.</b>   | Location:<br>Simms Auditorium           |
| New Hires  | <b>10:00 a.m. – 10:30 a.m.</b>                  | Simms Little Theater                    |
| New and Rehires w/ Pre-grades 1-3<br>and/or Supervised Lunch                                       | <b>Friday, May 29, 10:30 a.m. – 11:30 a.m.</b>  | WC grass area                           |
| New and Rehires  | <b>Sunday, May 31, 12:15 p.m. – 3:00 p.m.</b>   | Open House (assigned classroom)         |
| New and Rehires (requirements/times vary during Performance Week July 6 – 10; teacher will advise) | <b>Wed., July 8, 6:00 p.m. – 8:00 p.m.</b>      | Family Night (assigned classroom/venue) |
| New and Rehires (Drama classes)  | <b>Saturday, July 11, 9:00 a.m. – 5:00 p.m.</b> | Strike (Simms Auditorium)               |

## Children's Workshop Teacher's Assistant (TA)

Same as *Teacher's Assistant* - working with our youngest, age-5 students, under the direct supervision of a teacher. Assist in the pool with students instructional/recreational swim.

**New hires for SwimAmerica Swim Instructor require certification (Additional training on Friday, May 29, 10:30 a.m. – 2:00 p.m.)**

### Mandatory Meeting Dates/Times:

|                 |   |   |
|-----------------|---|---|
| New and Rehires | <b>Friday, May 29, 9:00 a.m. – 10:00 a.m.</b> | Location:<br>Simms Auditorium                   |
|                 | <b>10:00 a.m. – 3:00 p.m.</b>                 | Training/Setup (7 <sup>th</sup> grade building) |
| New and Rehires | <b>Sunday, May 31, 12:15 p.m. – 3:00 p.m.</b> | Open House (7 <sup>th</sup> grade building)     |
|                 | <b>Wed., July 8, 6:00 p.m. – 8:00 p.m.</b>    | Family Night (7 <sup>th</sup> grade building)   |

## Lifeguard / SwimAmerica Swim Instructor

Generally a range of 5-7 hour assignments: morning/early afternoon or late morning/late afternoon; in addition to lifeguarding\* duties, you are required to provide instructional swim.

### Mandatory Training Dates/Times: **IMPORTANT! Plan SAT/ACT testing around these dates/times.**

|                 |   |   |
|-----------------|---|---|
| New and Rehires | <b>Friday, May 29, 9:00 a.m. – 10:00 a.m.</b>     | Location:<br>Simms Auditorium           |
| New Hires       | <b>Friday, May 29, 10:30 a.m. – 2:00 p.m.</b>     | Swim Instructor training/certif. (Pool) |
| New and Rehires | <b>Saturday, May 30, 9:00 a.m. – 6:00 p.m.</b>    | Lifeguard training (Pool)               |
| New and Rehires | <b>Saturday, July 11, 10:15 a.m. – 11:15 a.m.</b> | Swim Lesson Make-up Day (Pool)          |

\*Note: Lifeguard's contracts are conditional based on the requirement that they must be **American Red Cross Lifeguard certified by May 29** and demonstrate proficiency and pass lifeguarding skills testing during lifeguard orientation/training.

Contact the Think Academy Office about American Red Cross Lifeguard classes and/or Swim America Swim Instructor training (Aimee Dunavant, dunavant@aa.edu). **Note: Our safety policy does not allow Lifeguard positions to have pre-planned absences (i.e. Community Builders).**

## Swim America Swim Instructor

Assignments range from 2:30 p.m. to 5:35 p.m. You will provide instruction for four 30-minute swim sessions (with 10 minute transitions). Morning assignments may also be available; 7:45 a.m. – 12:05 p.m.

**If hired**, requires SwimAmerica Swim Instructor certification on Friday, May 29. Think Academy Office will provide training materials (Aimee Dunavant, dunavant@aa.edu) prior to the training.

### Mandatory Training Dates/Times:

|                 |   |   |
|-----------------|---|---|
| New and Rehires | <b>Friday, May 29, 9:00 a.m. – 10:00 a.m.</b>     | Location:<br>Simms Auditorium                   |
| New Hires       | <b>Friday, May 29, 10:30 a.m. – 2:00 p.m.</b>     | Swim Instructor pool training/certif.           |
| New and Rehires | <b>Saturday, May 30, 9:00 a.m. – 10:30 a.m.</b>   | Swim Instructors & Lifeguards combined training |
| New and Rehires | <b>Saturday, July 11, 10:15 a.m. – 11:15 a.m.</b> | Swim Lesson Make-up Day                         |

