

2023 Job Descriptions & Mandatory Meeting Dates

Full-Day Camp Counselor (All-Star Day Camp or Great Explorations)

A full-day position, 7:50 a.m. – 3:40 p.m. (7.5-8 hours), responsible for supervising and engaging campers as follows:

- engaging and constant supervision of campers
- transfer campers to successive classes and activities
- 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 recreational swim - up to 2 hours daily in the pool (counselors will rotate within group; 2 at a time)
- supervise campers during a field trip
- oversee campers during arts and crafts, movie viewing, and self-selected games

Mandatory Meeting Dates/Times (ALL employees):

- Thursday, June 1 5:00 p.m. - 7:00 p.m.
- Friday, June 2 9:00 a.m. - 12:00 p.m.
- Sunday, June 4 11:00 a.m. - 2:00 p.m.

Location:

- SIMMS Auditorium (Orientation)
- SIMMS Auditorium (Training)
- Assigned Classroom/Location (Open House)

Half-Day Camp Counselors (High Noon or Variety Sports)

A half-day position, 8:05 a.m. - 11:10 a.m., 12:05 p.m. – 3:35 p.m., or both shifts. Same as DC Counselor, activities are similar to those listed under *Full-Day Camp Counselor*, with counselors assisting with recreational swim in the pool.

Mandatory Meeting Dates/Times (ALL employees):

- Thursday, June 1 5:00 p.m. - 7:00 p.m.
- Friday, June 2 9:00 a.m. - 12:00 p.m.
- Sunday, June 4 11:00 a.m. - 2:00 p.m.

Location:

- SIMMS Auditorium (Orientation)
- SIMMS Auditorium (Training)
- Assigned Classroom/Location (Open House)

Tennis Camp Counselor

Tennis Counselors assist with tennis instruction and student supervision.

Mandatory Meeting Dates/Times (ALL employees):

- Thursday, June 1 5:00 p.m. - 7:00 p.m.
- Friday, June 2 9:00 a.m. - 12:00 p.m.
- Sunday, June 4 11:00 a.m. - 2:00 p.m.

Location:

- SIMMS Auditorium (Orientation)
- SIMMS Auditorium (Training)
- Assigned Classroom/Location (Open House)

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.

Mandatory Meeting Dates/Times (ALL employees):

- Thursday, June 1 5:00 p.m. - 7:00 p.m.
- Friday, June 2 9:00 a.m. - 12:00 p.m.
- Sunday, June 4 11:00 a.m. - 2:00 p.m.

Location:

- SIMMS Auditorium (Orientation)
- SIMMS Auditorium (Training)
- Assigned Classroom/Location (Open House)



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:

Location:

- | | | |
|---------------------------------|--|---|
| • (All TA's) Thursday, June 1 | 5:00 p.m. - 7:00 p.m. | SIMMS Auditorium (Orientation) |
| • (All TA's) Friday, June 2 | 9:00 a.m. - 12:00 p.m. | SIMMS Auditorium (Training) |
| • (All TA's) Sunday, June 4 | 11:00 a.m. - 2:00 p.m. | Assigned Classroom (Open House) |
| • (All TA's) Wednesday, July 12 | 6:00 p.m. - 8:00 p.m. | Assigned Location (Family Night) |
| • Monday-Friday, July 10-14 | (teacher/supervising adult will advise if participating) | |
| • Drama classes | | |
| ○ Date to be determined | (time determined by the teacher) | SIMMS Auditorium (Performance) |
| ○ Saturday, July 15 | (time determined by the teacher) | SIMMS Auditorium (Strike) |





2023 Think Summer - Resource Services Job Descriptions

Position Length

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

Technology Information Systems

Generally, the work hours are from 8:00 a.m. to 3:00 p.m. daily with a one-hour lunch break. 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 Garden/Sustainability

Generally, the work hours are from 8:00 a.m. to noon, M-F, from the beginning of June to the end of July. Duties for this position include planting, harvesting, weeding, watering, prepping food boxes for donations, and seed saving. 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, moving furniture and equipment, and working with equipment such as hand tools, shovels, and wheelbarrows. Heavy lifting is required. Students may be assigned to complete tasks individually or as part of a team.

