

JOB DESCRIPTION

Title of Position:
Summer Program Staff

Immediate Supervisor:
Director of Case Management

Salary:
\$15.00/hr.

Specific Duties and Responsibilities shall include:

1. Conduct a variety of activities to engage attendees and promote a fun, supportive, and healthy environment.
2. Promote health and safety by monitoring attendees, and managing or reporting issues in a timely manner.
3. Maintain a clean and safe program area for attendees by removing or reporting refuse or hazards.
4. Support Schuylkill Co. Drug & Alcohol staff and guest presenters with lessons and activities.
5. Report and document any emergency to appropriate authorities and immediate supervisor.
6. Contribute to the development and improvement of the agency through participation in agency meetings and trainings as required.

Required Licenses, Certificates, or Knowledge: Good oral and written communication skills. Pass clearances and background checks, including Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal History Clearance, and FBI Criminal History Clearance. Take SCA's HIPAA, Confidentiality, and reporting trainings.

Working Conditions: Seasonal Position- 11 weeks, from June 2 to August 14. Standard hours are Monday through Thursday, from 9:00 am to 1:00 pm. Extended hours may be required by circumstance or schedule change.

Safety Hazards of the Job: None known.

Work Location: Subject to change, as determined by the Director of Case Management

This job description does not list all duties of the job. You may be asked by the Director of Case Management and/or Executive Director to perform other duties. Schuylkill Community Action has the right to revise this job description at any time.

Signature

Date