



POSITION DESCRIPTION

TITLE: Camp Counselor – Local

DATE March 17, 2010.

COMPANY Elephant Thoughts (ET)

DEPARTMENT : National Programs

SUMMARY OF OVERALL ROLE AND RESPONSIBILITIES

1. Teach science and environmental programs in English, and direct special events, as required.
2. Prepare teaching and event kits to deliver specified programs
3. Assist with community events after teaching hours as may be required
4. Report weekly to head office in the format specified by email
5. Promote the mission, membership and initiatives of Elephant Thoughts

SPECIFIC DUTIES

1. Attend ET head office for training of new programs as they arise.	2. Attend ET head office to prepare equipment and make inventory using provided packing lists.
3. Teach and deliver scheduled camp activities to as many as twenty-five children. Take daily attendance of participants. Supervise and manage children for the duration of the camp.	4. Deliver programs to the highest teaching standards and in accordance with the ET Teachers Code of Conduct. Report any quality deficiencies with programming.
5. Take digital photos of program participants as and when requested once permission form has been completed.	6. Request inventory replenishment during program delivery as part of required weekly reporting. Report any lost, damaged or transferred equipment.
7. Purchase consumables for programs as required and submit expense forms and receipts to ET in accordance with the payment schedule.	8. Care for live animals using provided animal care sheets.
9. Perform regular van checks using the vehicle care logs.	10. Submit daily activity reports in required format to ET head office as requested by manager.
11. Clean and prepare equipment when downtime permits or at the end of the work day.	12. Take final inventory of program equipment against packing lists to ensure the return of all equipment to ET.
13. Facilitate completion of program evaluation/ feedback forms. Return all forms to head office.	14. Ensure all participants in ET programs are aware of the ET brand, mission and initiatives. Distribute ET literature and marketing material as appropriate.
15. Assist other camp counsellors in all of the above duties (shared responsibility).	16. Give training to new teachers of programs on site or at ET head office as may be required.

Smoke-free, perfume-free, drug-free work, living and travel environment

REPORTS TO:

Direct Report: Human Resources Manager

Functional Report: National Program Manager

Please turn over.....

KNOWLEDGE AND/OR SKILLS ESSENTIAL

Excellent oral and written English.

Good presentation skills.

Advanced internet research skills, email skills.

Able to lift up to 50 lbs. boxes

Ability to engage and motivate others.

Flexible, energetic, team player,

Punctual, reliable, open to new experiences, continuous learner.

Experience in a multilingual, multicultural environment.

Cultural sensitivity and open mindedness

Problem solver, takes initiative, positive outlook.

Valid Canadian driver's licence

Current police clearance report with attention to vulnerable sector screening

KNOWLEDGE AND/OR SKILLS DESIRABLE:

Experience teaching children of various backgrounds

Experience teaching children with special needs

Able to operate Gyrogym and hamster ball.

Able to handle live animals

Able to market ideas and support for education foundation

MINIMUM PERFORMANCE STANDARDS

Keyboarding 45 w.p.m.

Ability to write reports.