



Silver Lake Conference Center

Job Description

Child Care Specialist

Reports to: Resource Coordinator

Position Purpose:

Care for staff member children at camp 5 days a week; work as a member of Resource Staff 1 day a week.

Principal Duties:

- Provide care to staff children
 - Provide stimulating, enriching, diverse, and age-appropriate activities for children too young for Silver Lake programs
 - Ensure that children's social, emotional, and physical needs are met
 - Encourage children to try new things while maintaining a culture of challenge by choice
 - Enforce rules and camp behavioral covenant
- Works as a member of the Resource Team
 - Assist Resource Staff with support to Deans as schedule allows
 - Become familiar with, train staff in, and enforce current best practices around Covid-19 mitigation
 - Address or report safety issues
 - Provide program support for games and night activities as scheduled

Other Job Duties:

- Kitchen support as needed
- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Child Care Specialist works with the parents of the children in care to communicate needs, goals, and challenges. The Child Care Specialist works with the Resource Coordinator to schedule activities. The Child Care Specialist works with the Resource Team to support the summer conference program.

Equipment Used:

- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln, garden chemicals, animal care supplies, lifeguarding equipment, challenge course equipment
- A variety of hand tools and power tools
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers

Qualifications:

- Age 18 or older
- Experience working with children between the ages of 3 and 9
- Training in early childhood education preferred
- Excellent organizational skills
- Completion of Red Cross Babysitting course
- First Aid/CPR certification, or ability to obtain such
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check

Knowledge, Skills, and Abilities:

- Ability to work independently and to schedule self to meet deadlines
- Ability to guide and inspire children to explore and create
- Ability to teach social skills and help young children navigate conflict in a positive and productive manner
- Ability to hold children accountable, consistently and with love
- Working knowledge of applicable State statutes and ACA standards
- Understand the development needs of young children
- Ability to relate to young children in a positive manner
- Ability to create an environment that promotes personal growth, community building, and teamwork
- Superior communication skills
- Exhibit maturity
- Be an appropriate role model
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Southern New England Conference of the UCC.

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to lift 50 pounds

- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written letter of agreement and will include the pre-summer Staff Development Program.

Compensation: 2022 salary will be set in early 2022.