

## ERIE CATHOLIC SCHOOL SYSTEM

JOB TITLE: [SUMMER PROGRAM WORKER](#)

REPORTS TO: SUMMER PROGRAM DIRECTOR OF ERIE CATHOLIC SCHOOL SYSTEM

POSITION STATUS: PT - SEASONAL

### About the Position:

The Erie Catholic School System is seeking a Summer Program Worker to provide mentorship, support, and outreach services to youth. This is a 10-week program.

### Responsibilities Include:

- Lead a group of up to 18-20 youth in daily activities
- Facilitate or co-facilitate lessons to help youth build their social and emotional skills
- Collaborate with team to plan & facilitate various enrichment activities
- Model and encourage positive participation in all daily activities, with a focus on teambuilding
- Model professionalism through consistent attendance, timeliness and preparation
- Supervise and manage youth behavior at all times using positive youth development strategies
- Implement all health and safety protocols as required

### Qualifications:

- 18 years of age or older by June 21, 2022
- High school diploma or equivalent required
- Experience working successfully with groups of school-age children in a classroom or other youth development setting, strongly preferred
- Experience with behavior management, including positive youth development, preferred
- Exhibits high energy, warmth, enthusiasm and patience in working with youth
- Ability to quickly problem-solve in the moment
- Ability to work collaboratively within a team setting

### About the Program

The summer program camp will run from 7:30 am-5:30 pm.

### Time Commitment

The Program runs June 13-August 19 with the equivalent of 6 weeks' time to prepare for the summer program.

### How to Apply

Please send a cover letter and resume to [hr@eriecatholic.org](mailto:hr@eriecatholic.org). Applications without a cover letter will not be considered.

### Physical Demands: (% of time)

Standing: Occasionally (<50%)

Sitting: Frequently (<50%)

Lifting: 0-20lbs. Occasionally (<20%); 20-50 lbs. Occasionally (<20%); Over 50 lbs. Rarely (<10%)

Travel: Rarely (<20% - To campuses within ECSS)

Pushing/Pulling: Occasionally (<20%)

Manual Keying/Data Entry: Often (30-60%)

### Property and Confidentiality Requirements:

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Erie Catholic School System. It may not be used for personal profit or gain and will be relinquished to ECSS upon termination of employment from ECSS. In addition, the person employed in this position shall maintain confidentiality with

regard to the personal and private information about students, families, faculty, co-workers, administrators, programs and services, and any other proprietary information accrued as a result of ECSS employment or as required by applicable state or federal laws and regulations.

**Note:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Licenses or Certifications:**

Must be able to obtain all required clearances for school personnel. A valid driver's license is required.  
Maintain the Mission of Erie Catholic School System and Code of Ethical Standards

**Apply - <https://www.eriecatholic.org/careers> - and submit the Staff Application for review**