JOB OPENING
Summer Day Camp Instructor

The Bellaire-Puritas Development Corporation (BPDC), is seeking an experienced educator to create and deliver lessons virtually as part of the Bellaire-Puritas Summer Camp. This individual is responsible for providing one hour of academic instruction in ELA and Math, both once per week for five (5) weeks.

TO APPLY: Send resume by email to: apply@bpdc.org. Please include rate per lesson created and delivered. All applications will be acknowledged. Please respond ASAP. No phone calls please. Background check required.

Reports to: Program Coordinator

Responsible for implementing best practices for reading and math instruction activities for children 7-12 years of age. Our goal is to provide a positive, fun and enriching environment with a focus on helping children improve their academic performance and desire to learn. All academic lessons will be delivered via Zoom. Lessons will be delivered Tuesdays and Thursdays from 10-11 a.m. on Zoom. The camp will run June 29th through July 31st.

RESPONSIBILITIES:

Program Functions
• Implement activities which are age appropriate; Engage youth in creative learning and provide opportunities for positive skill development. Work with other program staff to create a safe and positive learning environment for youth.
• Supervise youth in all Zoom sessions and breakout “rooms” at all times.
• Establish and maintain a positive and constructive rapport with program staff, communicating frequently regarding program participation, concerns, and accomplishments.

Administrative Functions
• Follow all policies and procedures established by Bellaire-Puritas Development Corporation.
• Enforce all program rules in a positive and constructive manner.
• Complete required documentation in a timely manner.
Other

- Troubleshooting to help assure that the Zoom sessions operate safely, efficiently, and effectively.
- As assigned by the Program Coordinator.

QUALIFICATIONS

- Current Ohio Teaching License preferred. Bachelor’s degree with relevant experience will be considered.
- Proficiency in Microsoft Office Suite including Word, Excel, and Outlook.
- Experience using Zoom as a teaching platform preferred but not required.
- Excellent verbal and interpersonal skills.
- Demonstrated initiative and adeptness at managing change.
- Demonstrated organizational skills.
- Ability to manage shifting priorities and work under deadlines.
- Ability to work with a variety of people of different ages, educational levels, races, and ethnicities.
- Physically able to perform job duties on a daily basis.
- Valid driver’s license required.
- Must meet the criminal background check requirements to work in a State of Ohio licensed child care.