

TechConnect Summer Camp Coordinator

Opening available for the TechConnect Summer Camp Coordinator.

Responsible for the development and overseeing of a July summer camp for youth entering grades 6, 7, and 8.

Duties include:

- (1) Developing the camp schedule, recruiting teachers and helpers. Working with teachers to determine activity descriptions and materials needed for the program.
- (2) Development of teacher and helper contract hours.
- (3) Developing all advertising materials for newspapers and FCTS website.
- (4) Developing registration materials, answering parent calls, collecting fees, managing filled classes and under enrolled classes.
- (5) Maintaining emergency contact information, creating class lists and distributing updated lists to teachers.
- (6) Mandatory, onsite attendance for all days that TechConnect is in session. Work includes greeting parents and campers, organizing an orderly, daily sign-in and sign-out, checking in on all programs, ensuring campers get to their correct programs, managing behaviors.
- (7) Managing all correspondence through phone and techconnect@fcts.us.
- (8) Camp development activities begin in January & February. Advertising and enrollments in March and April, with the April break being a key time for enrollment activities including mailings and phone calls. May and June are devoted to enrollment, program cancellations, and contacting parents for switching student schedules.
- (9) Responsible for managing students during breakfast and lunch times. Actual distribution of meals under the direction of the Cafeteria Manager or designee.
- (10) Responsible for ensuring that teachers and helpers submit timesheets.

Stipend: \$1,500

Contact:

Brian Spadafino with letter of interest

Position Opened until January 11, 2019

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