



Summer Job Opportunity: Site Leader



Hilliard Free Lunch Summer Camp for Kids 2017

"This is a free summer lunch program that provides excellent programming and education opportunities to children throughout the summer months. It also allows kids to build positive relationships and be in a positive environment throughout the summer."
HFLSC for Kids Site Leader and K-1 teacher

Now in its 11th year the Hilliard Free Lunch Summer Camp for Kids welcomes low income children from culturally diverse backgrounds to join us daily for friendship, recreation, reading support, special activities and a nutritious, free lunch. Last summer we served children at 4 camp sites in Hilliard.

NEW: Since 2013, children have led a real (donations only) restaurant at one of our sites. Customers come from the community. Last summer, we had child-led/run restaurants at 3 of our sites. Our mission is to support families to take steps out of poverty. We plan to have again this summer children's entrepreneurial restaurants at as many of our camp locations as possible. We hope to grow confident future business leaders by introducing them to many aspects of operating a small business such as planning, budgeting, problem-solving and teamwork. *Check out our video on our signature restaurant:*



<http://www.youtube.com/watch?v=8gGfwcMjFGg>

We are seeking candidates to oversee children, staff, volunteers and the daily operation of our camp sites. The Site Leader will have experience managing groups of children, and the ability to build community, maximize volunteers' strengths and talents, manage conflict and hold safety and fun as priorities. In addition, the Site Leader will support the children and staff in developing and implementing the child-run "restaurant" specific to their site.

Required dates/hours: 30-40 daytime hours weekly. Anticipated dates: June 5 – Aug 7, 2017. Commitment includes 1-2 evenings over the course of the summer for special camp related events.

Compensation: Range between \$13 - \$16 an hour based on experience and qualifications. Position does not qualify for health insurance, paid sick, vacation time or mileage reimbursement.



<http://www.SON-Ministries.org>

2017

Sponsored by UALC, administrated by Serving Our Neighbors (SON) Ministries Inc.

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Skills needed:

- Bachelor's Degree in Education or similar background and experience.
- Experience supervising staff including assigning work, managing conflicts and providing feedback on performance.
- Previous experience working with groups of children in any setting (camp, church, employment)
- Knowledge of child development with ability to develop lesson plans and manage groups of children.
- Willingness and commitment to foster an entrepreneurial spirit in the children we serve; supporting children in taking their ideas/dreams to inspired yet realistic implementation (requires flexibility, problem solving and attention to detail).
- An appreciation and affinity for working with community volunteers.
- A heart to serve children and adults who are multi-cultural, in the low-income bracket.
- Commitment to ensuring reports required by the Ohio Department of Education are accurate and complete. Attention to detail.
- Position is often only paid staff person supervising group of children. Therefore, position requires ability to stand, run and move with agility. Position ensures safety of children and will lead recreational games and move groups of children within the site (indoors and outside).
- Ability to lift 30 pounds
- First Aid/CPR certification a plus or willingness to attend such classes.

Job Responsibilities:

Manage all aspects of lunch site: supervise staff as they provide high quality programming, ensure the well-being of children, be a good steward of site facilities and materials, interact with parents, volunteers and community members in a professional manner and uphold the rules and regulations of the ODE Food Service Program.

- Enthusiastically plan, implement and lead FUN daily programming based on children's interests (educational, recreational, arts/crafts etc.) appropriate for assigned age groups (primarily K-5th grade).
- Oversee and promote positive interactions on site, among children, staff and volunteers; manage issue and conflicts as they arise; meet the needs of individual children.
- Welcome, train, delegate to and supervise Teen Interns and site volunteers.
- Oversee and support camp registration ensuring forms are complete and accurate.
- Oversee the administration of the ODE Summer Lunch program while following all required rules and regulations. Administering includes ordering, receiving and distributing food, record keeping, maintaining health standards and ensuring site cleanliness.
- Understand and support SON Ministries' mission and organizational values in all aspects of the position
- Delegate and ensure reliable completion of tasks to direct reports.
- Complete additional tasks as needed to support SON Ministries vision/mission as it relates to camp operations.
- Communicate promptly with SON Ministries Central Staff supervisor regarding any issues, concerns or questions at end of camp daily (often by email, phone and text, but also in person).
- Provide own transportation between lunch sites as needed each day.

Application process

- Email resume followed by 3 letters of recommendation to Kathleen Turvy, Manager of Programs at kturvy@SON-Ministries.org.
- Dates of availability (start and finish).
- Position requires satisfactory completion of a criminal background check.