



## Summer Enrichment Program Group Counselor (Adult)

For Education Ministry Use Only

---

### **Position Purpose**

Responsible for engaging children grades K through 5 in an educational experience that promotes learning. Academic content areas that will be explored are math, science, and literacy. Spiritual content areas that will be explored are scripture, prayer, and worship.

---

### **Major Accountabilities**

- Develop **engaging** lesson plans that include instruction and activities
- Give instruction of content area utilizing available resources (technology, library, manipulatives)
- Provide adult supervision and leadership to up to 13 children per group (4 groups) grades K-5.
- Provide adult supervision and leadership to youth counselors
- Attend field trips and supervise children and youth
- Meet with assistant director once per week.

---

### **Recommended Education/Experience**

- High school diploma or the equivalent, age 21 and older
- At least 60 hours of college credit from an accredited college or university.
- Teacher Certification with Fayette County Schools (not required but preferred)
- Experience working with children and youth in a school or Enrichment Program setting.

---

### **Special Qualifications**

- Ability to Model biblical principles when praising and disciplining children and youth
- Ability to demonstrate a strong character and personal integrity
- Ability to manage classroom instruction and behaviors.
- Has a completed background check
- Attends first aid training (provided)

---

### **Attendance**

Regular attendance is expected as it is critical for this position.

---

### **Work Conditions**

Summer Enrichment Program will operate at Consolidated Baptist Church. Biblical principles will be modeled, taught, and expected from all staff, youth and children.

---

### **Physical Effort**

Low degree of physical effort is required.

Training Hours: June 3 – June 6 (4 hours/day)

Work Hours: 11:30 a.m.- 4 p.m., Monday – Thursday, June 10 – August 2

Additional stipend available for field trips on Fridays from 8 a.m. – 4 p.m.

---

### **Job Hazards Or Danger**

Low degree of danger or hazard associated with job.

---

# Summer Enrichment Program Counselor (Youth)

For Education Ministry Use Only

---

## **Position Purpose**

Responsible assisting the teacher and engaging children grades K-5 in an educational experience that promotes learning. Academic content areas that will be explored are math, science, and literacy. Spiritual content areas that will be explored are scripture, prayer, and worship.

---

## **Major Accountabilities**

- Support the classroom by engaging the student with the lesson.
- Give additional support in the understanding of academic content
- Assist teacher in supervising and leading to up to 13 children in grades K-5.
- Attend field trips and engage in activities with children in assigned group.
- Attend meetings, trainings and special activities designed for youth development.

---

## **Recommended Education/Experience**

- High school enrollment required
- Experience working with children and youth in a school or Enrichment Program setting.
- Experience working in fast past environment.

---

## **Special Qualifications**

- Ability to Model biblical principles when praising and disciplining children and youth
- Ability to demonstrate a strong character and personal integrity
- Ability to participate in classroom instruction and display self-control, model good behavior and citizenship.
- Ability to give examples of leadership roles held in previous situations.

---

## **Attendance**

Regular attendance expected as it is critical for this position.

---

## **Work Conditions**

Summer Enrichment Program will operate at Consolidated Baptist Church. Biblical principles will be modeled, taught, and expected from all staff, youth and children.

---

## **Physical Effort**

Low degree of physical effort as required.

Training Hours: June 3 – June 6 (4 hours/day)

Work hours: Monday – Friday, 7:30 a.m. - 11:30 p.m., 10 a.m. – 2 p.m., or 1– 5 p.m.

---

## **Job Hazards Or Danger**

Low degree of danger or hazard associated with job.

---

# Summer Enrichment Program Assistant Director

For Education Ministry Use Only

---

---

## **Position Purpose**

Responsible for engaging children grades K-5 in an educational experience that promotes learning. Academic content areas that will be explored are math, science, and literacy. Spiritual content areas that will be explored are scripture, prayer, and worship.

---

---

## **Major Accountabilities**

- Provide leadership and supervision for grades K-2 or grades 3-5.
- Provide leadership to youth counselors including weekly trainings, morning meetings, and schedule management.
- Serve as substitute teacher (only if teacher is unavailable).
- Assist with providing transportation (driving vans) on field trips
- Provide supervision as needed to all staff, youth and Enrichment Program participants.
- Meet with director to discuss weekly plans, communicate any issues
- Communicate with parents as needed to resolve issues

---

---

## **Recommended Education/Experience**

- High school diploma or the equivalent and age 25 and older.
- Teacher Certification with Fayette County Schools (not required but preferred)
- Director or assistant director level experience -OR- business leadership experience
- Experience working with children and youth in a school or enrichment program setting.

---

---

## **Special Qualifications**

- Ability to model biblical principles when praising and disciplining children and youth
- Ability to demonstrate a strong character and personal integrity
- Ability to communicate with parents and resolve any conflicts that arise
- Ability to work with and develop youth
- Has a completed background check
- Attends first aid training (provided)
- Attends CBC van training (provided)
- Holds a Valid Kentucky Driver's License

---

---

## **Attendance**

Regular attendance is expected as it is critical for this position.

---

---

## **Work Conditions**

Summer Enrichment Program will operate at Consolidated Baptist Church. Biblical principles will be modeled, taught, and expected from all staff, youth and children.

---

---

## **Physical Effort**

Low degree of physical effort as required.

Training Hours: June 3-June 6 (4 hours/day)

Work Hours: 7:15 a.m. – 5 p.m., Monday – Friday, June 10 – August 2

---

---

## **Job Hazards Or Danger**

Low degree of danger or hazard associated with job.

---

# Summer Enrichment Program Kitchen Director/Float

For Education Ministry Use Only

---

## **Position Purpose**

Responsible for engaging children grades K-5 in an educational experience that promotes learning. Academic content areas that will be explored are math, science, and literacy. Spiritual content areas that will be explored are scripture, prayer, and worship.

---

## **Major Accountabilities**

- Oversees the ordering, delivery, processing and storage of food inventory from outside vendors.
- Prepares weekly lunch menu and submit for approval.
- Preps and cook hot and nutritious meals daily (lunch) that meet the dietary needs of children.
- Preps snacks for each afternoon.
- Train youth to work, clean, maintain kitchen area.
- Meet with director or assistant director once per week.

---

## **Recommended Education/Experience**

- High School diploma, age 21 and older
- Experience cooking for large groups in a commercial kitchen environment
- Experience working with and developing youth.

---

## **Special Qualifications**

- Ability to model biblical principles when praising and disciplining children and youth
- Ability to demonstrate a strong character and personal integrity
- Holds a food handlers permit
- Has a completed background check
- Attends first aid training (provided)

---

## **Attendance**

Regular attendance is expected as it is critical for this position.

---

## **Work Conditions**

Summer Enrichment Program will operate at Consolidated Baptist Church. Biblical principles will be modeled, taught, and expected from all staff, youth and children.

---

## **Physical Effort**

Low degree of physical effort as required.

Training Hours: June 3 – June 6 (4 hours/day)

Work Hours 10 a.m.- 2 p.m., Monday – Friday, June 10 – August 2

---

## **Job Hazards Or Danger**

Low degree of danger or hazard associated with job.

---