

Youth Enrichment Summer Program

OPEN POSITIONS ***Job Descriptions***



Applications are available in the YES mailbox near the 2nd Floor copier and may be returned there.

Y.E.S. Program at Calvary Baptist Church

JOB ANNOUNCEMENT

Health Director

General Statement of Responsibilities: To provide for the general health and safety of the youth and staff.

Job Requirements: A licensed physician in the State of New Jersey or registered nurse or licensed practical nurse or certified paramedic or certified emergency medical technician or certified first responder or certified athletic trainer AND a Bible Study or Church School student.

Specific Duties and Performance Requirements:

1. Displays and models Key Christian values – love, honesty, caring, respect and responsibility.
2. Functions as a team player and helps build a supportive team.
3. Provides clean, safe and healthy learning environment for children and their families and takes corrective action.
4. Executes program goals.
5. Appropriately supervises a specific group of children knowing thoroughly the daily routine and class rules. Is responsive and available to children.
6. Complies with all DHS rules and CYM policies and procedures.
7. To maintain the health records of all staff and youth.
8. To maintain and distribute all prescription medications.
9. To respond to all persons needing medical assistance. To maintain written emergency procedures and coordinate 3 fire drills with the Facilities Manager and Program Directors.
10. Keep a medical log.
11. Maintain and execute written daily health surveillance procedures.
12. To provide general assistance to the Program Administrator as needed.
13. Provides a mealtime that is a pleasant social learning environment for children.
14. Assists families with needs beyond the classroom.
15. Maintains program records.
16. Attends required training, bible studies, and staff meetings.
17. Improves parent-staff relations.
18. Is punctual, dependable and willing to comply with program policies

Salary: Salaried (based on years of service)

Employment subject to reference check and federal background checks

Hours: 9am-3pm+

Contact: yes@calvarybc.org

Y.E.S. Program at Calvary Baptist Church

JOB ANNOUNCEMENT

Teacher (multiple vacancies)

Ages: Rising 1st – 12th Graders (7 positions)

General Statement of Responsibilities: To collaborate on planning and implementing program curriculum. To provide a quality learning environment where the spiritual, social, emotional, physical and cognitive needs of each child are met. To supervise the classroom and comply with DHS regulatory standards and Calvary policy. To employ educational practices that are developmentally appropriate and consistent with the philosophy of Calvary Youth Ministry, i.e., engaged pedagogy.

Job Requirements: A BA/BS in Education/Recreation (or a related field) and one year full-time program/teaching experience or an AA/AS in Education/Recreation and two years experience or two years college and three years program/teaching experience AND a Bible Study or Church School student.

Specific Duties and Performance Requirements:

1. Displays and models Key Christian values – love, honesty, caring, respect and responsibility.
2. Functions as a team player and helps build a supportive team.
3. Provides clean, safe and healthy learning environment for children and their families and takes corrective action.
4. Executes program goals.
5. Assesses developmental progress of each child in class. Makes recommendations to Program Directors and Administrator to ensure that children's learning and development needs are met.
6. Appropriately supervises a specific group of children knowing thoroughly the daily routine and class rules. Is responsive and available to children.
7. Communicates policy to parents. Complies with all DHS rules and CYM policies and procedures.
8. Provides a mealtime that is a pleasant social learning environment for children.
9. Assists families with needs beyond the classroom.
10. Maintains program records.
11. Adequately supplies a variety of developmentally appropriate materials and makes them available to children. Properly inventories expendable supplies.
12. Attends required training, bible studies, and staff meetings.
13. Communicates with parents and markets the center to the public effectively.
14. Improves parent-staff relations.
15. Is punctual, dependable and willing to comply with program policies

Salary: \$13.80 - \$15.54 hourly (based on years of service)

Employment subject to reference check and federal background checks

Hours: 9:00am – 3:00pm (except field trip days)

Contact: yes@calvarybc.org

Y.E.S. Program at Calvary Baptist Church

JOB ANNOUNCEMENT

Counselors (multiple vacancies)

Ages: Rising 1st – 12th Graders (7 positions)

General Statement of Responsibilities: To assist the Teacher and Program Director in providing a quality learning environment where the spiritual, social, emotional, physical and cognitive needs of each child are met. To supervise the classroom and comply with DHS regulatory standards and CYM policy. To employ educational practices that are developmentally appropriate and consistent with the philosophy of Calvary Youth Ministry, i.e., engaged pedagogy.

Job Requirements: At least 1-6 units in Education/Recreation; or one year of college and one year experience as a program counselor/teacher; or a high school diploma (or equivalent) and at least two years program/teaching experience AND a Bible Study or Church School student.

Specific Duties and Performance Requirements:

1. Displays and models Key Christian values – love, honesty, caring, respect and responsibility.
2. Functions as a team player and helps build a supportive team.
3. Provides clean, safe and healthy learning environment for children and their families and takes corrective action.
4. Executes program goals.
5. Assists Teachers in assessing developmental progress of each child in class and making recommendations to the Program Directors and Administrator to ensure that children's learning and development needs are met.
6. Appropriately supervises a specific group of children knowing thoroughly the daily routine and class rules. Is responsive and available to children.
7. Complies with all DHS rules and CYM policies and procedures.
8. Provides a mealtime that is a pleasant social learning environment for children.
9. Assists families with needs beyond the classroom.
10. Maintains program records.
11. Adequately supplies a variety of developmentally appropriate materials and makes them available to children. Properly inventories expendable supplies.
12. Attends required training, bible studies, and staff meetings.
13. Improves parent-staff relations.
14. Is punctual, dependable and willing to comply with program policies

Salary: \$8.72 - \$9.53 hourly (based on years of service)

Employment subject to reference check and federal background checks

Hours: 9am-3pm (except on field trip days)

Contact: yes@calvarybc.org

Y.E.S. Program at Calvary Baptist Church

JOB ANNOUNCEMENT

Lead Extended Day Coordinator

Ages: Rising 1st – 12th Graders (1 position)

General Statement of Responsibilities: To provide leadership and supervision for the program's before and aftercare programs.

Job Requirements: A BA/BS in Education/Recreation (or a related field) and one year full-time program/teaching experience or an AA/AS in Education/Recreation and two years experience or two years college and three years program/teaching experience AND a Bible Study or Church School student.

Specific Duties and Performance Requirements:

1. Displays and models Key Christian values – love, honesty, caring, respect and responsibility.
2. Works with the YES administrative team/ Program Director to create a vision for the before and aftercare programs that is in alignment with the YES program goals.
3. Supervises the before and aftercare staff to ensure that YES program goals are met.
4. Provides a clean, safe and healthy learning environment for children and their families and takes corrective action.
5. Executes program goals and policies.
6. Is responsive and available to both parents and children, when necessary.
7. Complies with all DHS rules and CYM policies and procedures.
8. Maintains program records.
9. Adequately supplies a variety of developmentally appropriate materials and makes them available to children.
10. Attends required training, bible studies, and staff meetings.
11. Improves parent-staff relations.
12. Is punctual, dependable and willing to comply with program policies

Salary: \$13.80 - \$15.54 hourly (based on years of service)

Employment subject to reference check and federal background checks

Hours: 7:30am-9am, 3pm-6pm

Contact: yes@calvarybc.org

Y.E.S. Program at Calvary Baptist Church

JOB ANNOUNCEMENT

Extended Day Counselor (multiple vacancies)

Ages: Rising 1st – 12th Graders (7 positions)

General Statement of Responsibilities: To provide general care before and after general program hours in a safe and Jesus-centered environment.

Job Requirements: At least 1-6 units in Education/Recreation; or one year of college and one year experience as a program counselor/teacher; or a high school diploma (or equivalent) and at least two years program/teaching experience AND a Bible Study or Church School student.

Specific Duties and Performance Requirements:

1. Displays and models Key Christian values – love, honesty, caring, respect and responsibility.
2. Functions as a team player and helps build a supportive team.
3. Provides clean, safe and healthy learning environment for children and their families and takes corrective action.
4. Executes program goals.
5. Appropriately supervises a specific group of children knowing thoroughly the daily routine and class rules. Is responsive and available to children.
6. Complies with all DHS rules and CYM policies and procedures.
7. Provides a mealtime that is a pleasant social learning environment for children.
8. Assists families with needs beyond the classroom.
9. Maintains program records.
10. Adequately supplies a variety of developmentally appropriate materials and makes them available to children. Properly inventories expendable supplies.
11. Attends required training, bible studies, and staff meetings.
12. Improves parent-staff relations.
13. Is punctual, dependable and willing to comply with program policies

Salary: \$8.72 - \$9.53 hourly (based on years of service)

Employment subject to reference check and federal background checks

Hours: 7:30am-9am, 3pm-5pm (except on field trip days)

Contact: yes@calvarybc.org

Y.E.S. Program at Calvary Baptist Church

JOB ANNOUNCEMENT

Volunteers (multiple vacancies)

Ages: Rising 1st – 12th Graders

General Statement of Responsibilities: To assist the Teacher and Program Directors in providing a quality learning environment where the spiritual, social, emotional, physical and cognitive needs of each child are met. To supervise the classroom and comply with DHS regulatory standards and CYM policy. To help employ educational practices that are developmentally appropriate and consistent with the philosophy of Calvary Youth Ministry, i.e., engaged pedagogy.

Job Requirements: At least 1-6 units in Education/Recreation; or one year of college and one year experience as a program counselor/teacher; or a high school diploma (or equivalent) and at least two years program/teaching experience AND a Bible Study or Church School student.

Specific Duties and Performance Requirements:

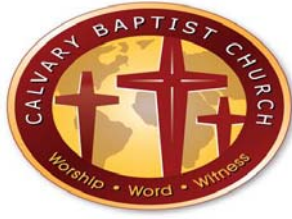
1. Displays and models Key Christian values – love, honesty, caring, respect and responsibility.
2. Functions as a team player and helps build a supportive team.
3. Provides clean, safe and healthy learning environment for children and their families and takes corrective action.
4. Executes program goals.
5. Assists Teachers in assessing developmental progress of each child in class and making recommendations to the Program Directors and Administrator to ensure that children's learning and development needs are met.
6. Appropriately supervises a specific group of children knowing thoroughly the daily routine and class rules. Is responsive and available to children.
7. Complies with all DHS rules and CYM policies and procedures.
8. Provides a mealtime that is a pleasant social learning environment for children.
9. Helps to adequately supply a variety of developmentally appropriate materials and makes them available to children.
10. Attends required training, bible studies, and staff meetings.
11. Improves parent-staff relations.
12. Is punctual, dependable and willing to comply with program policies

Salary: N/A

Employment subject to reference check and federal background checks

Hours: Varies (Based on availability)

Contact: yes@calvarybc.org



2009



Calvary Youth Ministries
Youth Enrichment Summer Program

Y.E.S... I'm Living through Giving!

"Give, and it will be given to you..." Luke 6:38

June 29 – July 31, 2009

Program Hours: 8:00am – 6:00pm

Rising 1st – 12th Graders

Adult/Youth ratio 1:10

Registration ends May 10th

Non-refundable Registration Fee: \$25
Incomplete registration packets will not be accepted

Late Registration ends May 31st
Non-refundable Late Registration Fee: \$60

Program Tuition
\$570*
Rate includes 5-week program, t-shirt, drawstring bag, breakfast, lunch, snack, weekly field trip and much more!

<i>Installments</i>	<i>Due Dates</i>
Registration Fee	Upon Enrollment
½ Tuition Due	May 31, 2009
Tuition Balance Due	June 14, 2009

Late payment fee: \$50 per installment

*Tuition assistance applications are available.
(Proof of household size and income needed)

Rev. Jerry M. Carter, Jr., Ph.D.
Senior Pastor

Min. Anthony L Riley
Staff Minister for Youth Ministry

10 Martin Luther King Avenue
Morristown, NJ 07960
Tel: 973.267.9079 x206
Fax: 973.898.1971
Email: yes@calvarybc.org