



## **Assistant Early Learning Center Program Director**

- Classification:** Hourly, non-exempt
- Reports to:** Early Learning Center Program Director
- Basic Function:** To assist in the planning, direction, management and supervision of Hartford's Camp Courant Early Learning Center program.

### **Responsibilities**

The Assistant Early Learning Center Program Director will assist the Early Learning Center Program Director in the following areas:

- Development of curriculum and program plans, including assessment tools, appropriate for campers ages five and six. Curriculum must emphasize literacy, numeracy, social skills and health education;
- Set up Early Learning Center prior to Camp opening. This may involve physical labor and strenuous activities;
- In collaboration with the Comptroller, order supplies as needed and provide receipts within one week of purchase;
- Effectively supervise and evaluate all Early Learning Center activities and make recommendations for improvements as needed;
- Train and supervise counselors to assist with daily programs and activities;
- In collaboration with the Comptroller and the Transportation Director, plan and organize field trips as necessary, and submit requests for payment at least one week in advance of activity;
- Attend any additional staff trainings and meetings as necessary;
- Take inventory of supplies and equipment, check for needed repairs and provide recommendations to Camp Director;
- Perform a variety of additional duties as deemed necessary to achieve the goals of Hartford's Camp Courant.

### **Equivalent Education Level**

- High school diploma or equivalent required, some college coursework preferred, with an emphasis on primary education preferred.

### **Specific Skills Required**

- Ability to work outdoors for an extended period of time;
- Outstanding planning and organizational skills;
- Ability to assist in the development of curriculum and measurement tools;
- Proven success in implementing childhood education programs;
- Demonstrated ability to train groups and individuals;
- Excellent interpersonal communication;
- Strong written and verbal communication skills and ability to communicate effectively with persons of diverse backgrounds;
- Unwavering commitment to children.