



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.