



**Camp Fire Illinois Prairie**  
45 W. Roosevelt Road  
Lombard, Ill 60148  
630-629-5160

### ***SUBSTITUTE - POSITION DESCRIPTION***

**POSITION:** After School Educational Enrichment – Substitute (“Substitute”)

**SUMMARY OF POSITION:** Our after school program provides safe, supportive quality experiences for children grades K – 5. Activities occur in a structured environment where children develop friendships, personal resilience, self-respect, intellectual curiosity, conflict resolution skills, an appreciation of nature, and healthy eating habits. We seek caring, personable, and reliable educators for our school-based programs to substitute at program sites as needed.

**RESPONSIBLE TO:** After School Educational Enrichment – Site Coordinator

**EFFECTIVE DATE:** April 2021

**MINIMUM QUALIFICATIONS:**

- At least 18 years of age.
- High school diploma or equivalent required.
- Experience working with children grades K - 5.
- Excellent organizational and communication skills.
- High moral character and integrity.
- Must pass background check
- Must pass random drug screen.

**PREFERRED QUALIFICATIONS:**

- College credit in child development, education, or related field.
- Child Development Associate (CDA) Certificate, Associate or Bachelors Degree in child development, education or related field.
- Bilingual - Spanish

**ESSENTIAL POSITION FUNCTIONS:**

- Substitute at program sites as needed.
- Implement curriculum to students grades K - 5.
- Provide a warm, nurturing, and safe environment where social and self-concepts are enhanced, independence encouraged and individuality respected.
- Work with a group of students grades K - 5 while establishing a relationship with each student, with awareness of his or her current level of understanding; consider the needs of all students and treat each one with respect and dignity.
- Work toward positive relationships with schools and school districts, principals and teachers, parents, and community resources.
- Communicate with a diverse population.
- Ability to lift 40 pounds, repeatedly.
- Provide high-quality learning environment and manage activities that extend the school day.
- Follow designated schedule and curriculum, maintaining routine for students.

- Attract and retain students through enthusiasm, teaching skill, and patience.
- Assist with homework completion
- Implement appropriate emergency procedures consistent with Council and school guidelines.
- Report all suspicions of child abuse to proper authorities.

**RELATIONSHIPS:**

- Schools and school districts
- Parents/Families
- Community resources
- Principals and teachers

**ACCOUNTABILITY:**

- The over all supervision of the students in the assigned group
- Provide a safe, secure, and healthy environment, both physically and mentally, to ensure the operation of a quality program. Adhere to the safety and security standards of Camp Fire and the school. Be aware of students' whereabouts at all times. Ensure students are dismissed to the correct person.

**Key Area of Responsibility**  
Program or Project Operations

- Plan and coordinate with the Site Coordinator daily lesson plans based on a curriculum outline.
- Supervise and participate in group activities.
- Communicate with teachers at school regarding curriculum, emphasis, etc.
- Provide students positive guidance.
- Maintain safe and healthy environment by adhering to Camp Fire and Program Partner standards.
- Create and maintain a fun, caring, and responsive educational environment, incorporating Camp Fire's Thrive{ology} program concept of a growth mindset.
- Assist with maintenance of participant files.
- Communicate in a timely manner to Site Coordinator all behavior problems and incidents.
- Provide Site Coordinator list of necessary programming supplies.
- Use all program supplies and equipment properly and minimize waste.
- Assist in program events (Example: Field Trips, performances for parents).
- Properly administer all required program evaluation tools and surveys.
- Other assigned duties

Human Resources

- Attend trainings and planning meetings with Site Coordinator
- Maintain good working relationships with School Principals and school staff, monitoring staff, and Camp Fire supervisors and peers.
- Inform Site Coordinator of inquiries, requests, and instructions from school staff.
- Accept guidance and instruction.
- Attend General Staff meetings

- Financial Operations
  - Assist Site Coordinator with enrollment; take daily attendance and collect and record payments daily to ensure accurate record keeping.
  
- Marketing & Communications
  - Maintain communication with parents or guardians concerning students participating in Camp Fire's program.
  - Assist in distributing marketing/communication materials to school staff and parents.
  - Attend fundraising and awareness events.
  
- Facilities & Equipment
  - Maintain cleanliness of facilities.
  - Report all maintenance and repair needs for assigned Camp Fire operations and equipment to the Site Coordinator
  
- General Responsibilities
  - Council Programs and Operations
    - Support Council wide programs as assigned.
  - Committees and Board of Directors
    - Support and implement Council goals as assigned.
  - Community Relations
    - Be knowledgeable and able to communicate the organization's mission, program purpose and goals in the community.

Working Conditions: Typical work week is Monday – Friday, 2 p.m. – 6 p.m. on an as-needed basis. In addition to filling in as necessary, the Substitute may be required to make site visits to deliver supplies and perform other duties. Site locations vary, and the Substitute must be flexible. Since public transportation is not conveniently available throughout the area, the Substitute must have daily access to an automobile and be a licensed, insured driver.