

VACANCY NOTICE

Summer School Program Specialist

LOCATION: Arrowhead Elementary District #75

SALARY: \$19.00/hr.

HOURS: Two to Four week program throughout summer

CLOSING DATE: Until Filled

RECOMMENDED: Ability to lift 50 pounds

REQUIRED: Experience working with children in an educational environment
Montana Driver's license
First Aid Certification

SUBMIT: Classified Application
Resume

SUBMIT TO: Johanna Osborn, Principal, josborn@arrowheadk8.org or
Arrowhead Elementary
PO Box 37
Pray, MT 59065

POSTED: March 20, 2025

Applications may be picked up at the Arrowhead Elementary School, or visit the District Website.

Arrowhead School is located in Pray, MT, and is an equal-opportunity employer.

Job Title: Summer School Program Aid

Job Summary:

The Summer School Program Aid will provide valuable support to the Summer School Program Coordinator and Specialist in maintaining safety procedures, and cleanliness standards, managing equipment, interacting with children and their families, and assisting with daily program activities. This role requires familiarity with educational procedures and systems and a commitment to uphold the guidelines and standards set by the administrator.

Responsibilities:

- Help facilitate a safe and enriching environment for the Summer School children that attend the program.
- Assist the Summer School Program Coordinator and Summer School Program Specialist in maintaining a disciplinary standard equitable for all students.
- Assist the Summer School Program Coordinator and Summer School Program Specialist in maintaining cleanliness standards throughout the program area, ensuring a clean, safe, and organized environment.
- Collaborate with the coordinator and specialist to manage program equipment, including setup, organization, and storage, to ensure smooth operations.
- Interact with families daily, offering friendly and helpful assistance, providing updates, and addressing any questions or concerns.
- Gain a good understanding of the computer programs and systems utilized by the program, using them proficiently to support program operations and record-keeping.
- Support the implementation of daily activities, following the guidance and direction provided by the Summer School Program Coordinator and Summer School Program Specialist.
- Attend all scheduled professional development and other grant-related training as identified by the coordinator required trainings provided by the Greater Gallatin United Way to enhance professional development and stay updated on program requirements.
- Uphold the guidelines and standards provided by the Greater Gallatin United Way, following policies and procedures to ensure program compliance and maintain program quality.

Qualifications:

- Experience working in an Summer School program, or a similar setting is an asset.
- Ability to maintain cleanliness standards and attention to detail in managing program equipment.

- Excellent interpersonal and communication skills to interact effectively with families and program participants.
- Basic computer literacy and the ability to learn and navigate software systems used in the program.
- Willingness to assist with daily program activities directed by the Summer School Program Coordinator and Summer School Program Specialist.
- Commitment to attend scheduled mandatory training provided by the Greater Gallatin United Way. Willingness to attend required training to enhance professional development and ensure program guidelines/standards
- Familiarity with the guidelines and standards set by the Greater Gallatin United Way, or the ability to quickly learn and adhere to them.