

VACANCY NOTICE

Summer School Program Specialist

LOCATION: Arrowhead Elementary District #75

SALARY: \$20.00/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 Specialist

Job Summary:

The Summer School Program Specialist will work closely with the Summer School Program Coordinator to support the daily operations and activities of the Summer School program to ensure a safe and fun environment for the Summer School students. This role involves assisting with maintaining safety procedures, managing equipment, interacting with families, and implementing program activities based on the coordinator's curriculum guide and daily schedule. The specialist may also attend professional development and other grant-related training to ensure compliance with grant standards and desired program outcomes.

Responsibilities:

- Help facilitate a safe and enriching environment for the Summer School children that attend the program.
- Assist the Summer School Program Coordinator in maintaining a disciplinary standard equitable for all students.
- Set up and facilitate daily activities according to the Summer School Program Coordinator's curriculum guide and daily schedule, ensuring engaging and age-appropriate content for program participants.
- Assist the Summer School Program Coordinator in maintaining cleanliness standards throughout the program area, ensuring a safe and hygienic environment.
- Interact with families daily, providing updates, addressing inquiries, and resolving any concerns or issues in a professional and friendly manner.
- Collaborate with the coordinator to manage program equipment, ensuring proper organization, maintenance, and storage.
- Gain proficiency in computer programs and systems utilized by the program, such as enrollment management software or communication tools, to effectively support program operations.
- Attend scheduled professional development and other grant-related training as identified by the coordinator.
- Uphold the guidelines and standards provided by the Greater Gallatin United Way (grant administrator), following their policies and procedures to ensure program compliance and quality.

Qualifications:

- High school diploma or equivalent; relevant coursework or experience in education, child development, or a related field is preferred.
- Experience working in an Summer School program, or a similar setting is an asset.
- Strong attention to detail and ability to maintain cleanliness standards.

- Excellent interpersonal and communication skills for interacting with families and program participants.
- Basic computer literacy and the ability to learn and navigate software systems used in the program.
- Ability to follow instructions and implement daily activities based on the curriculum guide and schedule provided by the coordinator.
- Willingness to attend required training to enhance professional development and ensure program standards.
- Familiarity with the guidelines and standards set by Arrowhead School, or the ability to quickly learn and adhere to them.