



Crow Canyon Archaeological Center Job Description

Position Title: Teen Program Chaperone
Status: Non-Exempt
Employment Category: Temporary
Reports to: Director of Education
Revised/Approved: 2/6/19

Position Summary:

Teen Program Chaperones are responsible for providing care, supervision, and structured evening activities, and maintaining a safe, supportive, and pleasant environment for students ages 12 through 18.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three years' related experience and/or training working with adolescents in a group setting (e.g., teaching, after-school activities, coaching); or equivalent combination of education and experience. Must be able to drive a 15 passenger van and be at least 21 years of age.

Essential Duties and Responsibilities:

- Reside with students in a community-based living environment
- Provide supervision and guidance to student participants to ensure a supportive environment
- Lead morning meetings to provide verbal and written reports to the education staff and first responders concerning student conduct and health issues
- Help students with social conflicts, homesickness, personal problems, etc.
- Be a role model to students by demonstrating positive attitude and appropriate behavior
- Be accessible, responsible, and social with students during mealtimes and free time
- Develop, document, and organize student activities for evenings, as necessary
- Develop, implement, and document outdoor recreational activity plans utilizing Crow Canyon's Campus
- Reinforce, support, and follow camp policies, values, and rules
- Inform students about Crow Canyon services and facilities that are available to them
- Ensure that students are aware of and on time for scheduled activities including breakfast and for evening programs
- Supervise and organize students during check-in time and assist with housing assignments
- Provide safe transportation for students in 15 passenger mini – bus or van for off campus activities
- Supervise weekly trips to town for activities such as laundry, shopping, and recreation, as necessary
- Address student-discipline incidents according to behavior-management plan
- Ensure that students are aware of security procedures for the safekeeping of personal property
- Work cooperatively with all staff members
- Coordinate awards ceremony or similar activity for final night

- Write a summary assessment of student participation to be used for future references

Knowledge, Skills, and Abilities:

- Ability to safely operate a 15 passenger mini bus or van
- Attend pre-camp staff training
- Ability to provide well written reports needed correspondence
- Ability to work effectively with students, parents, and other staff members
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Be willing to reside on campus during the camp session
- Work irregular hours and weekends as needed
- Frequently lift and/or move up to 30 pounds
- Legally and safely operate a 15- passenger mini-bus or van

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, and/or Registrations:

- Valid driver's license
- Background check upon hire
- Must be insurable by Crow Canyons automobile liability carrier upon hire and while employed in this position
- Complete transportation-related training
- Current First Aid and CPR certification
- Current health statement

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

I have received a copy of my job description. I understand and accept the responsibilities of this position.

Signature of Employee

Date