



## Program Assistant | Job Description

Summer Academy Program Assistants (PAs) directly supervise the middle school and high school students attending our specialty [Summer Academy @UGA](#) camps. We have approximately 170-200 students enrolled in various camp programs each week during the summer in the areas of art, science, technology, and more. PAs are responsible for creating an inclusive, safe and supportive environment for the students in camp.

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### DATES AND HOURS OF WORK

This is a summer-long temporary student position, with shifts ranging from 30-40 hours per week. For this reason, we cannot consider applications from students who are taking Maymester courses or working elsewhere on campus during the summer months. Students who are planning on taking summer session courses are only eligible if those courses will be completed online.

Staff Training Dates (required): May 31-June 3; 8:30am-5pm each day

Summer Dates: June 6 -July 22 (no camp the week of July 4th for holiday)

Summer Hours: PAs are scheduled for 30-40 hours a week. Possible weekly assignments can include:

- Day Camp Shift (7:15AM-4:15PM every day)
- Pool & Evening Shift (2:00PM-10PM each day; this shift works at the pool & then covers for an RA who is off-duty, going to dinner and evening activities with the overnight students)

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### MINIMUM QUALIFICATIONS

- Demonstrated interest in working with middle-school and high-school students
- Demonstrated maturity and responsibility, as well as effective communication and leadership skills
- Hard-working, punctual, fun, flexible and attentive to details
- \*Previous experience working or volunteering with youth is preferred
- \*Availability for all dates and shifts preferred (see details above)

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### RESPONSIBILITIES:

- Attend all training sessions, including to-be-scheduled First Aid/CPR (if uncertified)
- Supervise students during your shift during arrival/departure, on field trips, lunch, at the pool, etc.
- Ensure the physical safety of each student and build a positive dynamic among the students
- Effectively deal with any student behavior issues or group social problems
- Provide leadership and direction during transition periods, including check-in and check-out, meals, and when traveling for field trips
- Escort students around campus on foot and by bus for activities, field trips, meals, etc.
- Complete day-to-day office needs (i.e. copies, phone calls, supplies, t-shirts etc)

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### COMPENSATION

Summer Academy Program Assistants will be compensated at a rate of \$11.50/hr, including training hours.

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### HOW TO APPLY

To apply for this position, please submit a resume and cover letter to [jessica.kallay@georgiacenter.uga.edu](mailto:jessica.kallay@georgiacenter.uga.edu) and [bryce.martin@georgiacenter.uga.edu](mailto:bryce.martin@georgiacenter.uga.edu)