

Position: CTE Summer Camp- Information Management

Location: Cabell County Career Technology Center

Supervisor: Principal

Salary: Daily rate of pay

Length of Employment: 2 weeks – and One additional day for preparation. (11 days total)

Job Description: Plan, lead, and implement **Information Management** experiences for children in a small group setting. Be responsible for the general safety and development, growth, and skill achievement of the participants in the **CTE Summer Camp- Information Management** group.

Qualifications: Career Technical/Vocational Certification required. Must also be CPR and First Aid certified, prior to the beginning of the camp.

Responsibilities:

- Develop and implement a weekly schedule of activities for the **Information Management** program.
- Organize and lead a variety of small group activities.
- Identify and respond to the student's questions and concerns.
- Ensure that the shop area are kept clean and organized.
- Communicate with parents about participant's experiences and report concerns to Administration.
- Assist in maintaining accurate program records including attendance and incident reports.
- Know and understand ALL emergency procedures associated with the Cabell County Career Technology Center- **Information Management** program.
- Know, enforce, and follow all safety guidelines associated with the Cabell County Career Technology Center and **Information Management** program. This includes but is not limited to being responsible for the participant's safety and their whereabouts at all times.
- Guide the participants to have a deeper understanding of leadership and career opportunities.