



## JOB DESCRIPTION

<b>Job Title:</b> SOY Summer Camp Assistant ( <i>Seasonal</i> )	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Programs	<b>Supervises:</b> No Direct Reports
<b>Reports To:</b> SOY Pittsburgh Elementary School Coordinator	<b>Date Written/Revised:</b> March 2026

### Summary:

The SOY Summer Camp Assistant is responsible for supporting the educational success of K-5 Latinx youth enrolled in the bilingual SOY (Supporting Our Youth) Pittsburgh Summer Camp. SOY Pittsburgh exists to improve academic outcomes for Latino youth while simultaneously building students' pride in their native language and heritage; thus preparing them for a successful future. The Assistant's role is to collaborate closely with the SOY Pittsburgh Elementary Coordinator in supporting all aspects of programming. This includes, but is not limited to, setting a positive example for students, tutoring students, implementing positive discipline strategies, assisting with meals and snacks, and completing other tasks and duties to help SOY Pittsburgh run smoothly, effectively, and safely.

### Essential Duties and Responsibilities:

- Help implement the SOY (Supporting Our Youth) Pittsburgh Summer Program at assigned locations.
- Assist in planning, coordinating, and facilitating lesson plans and activities with the SOY Pittsburgh Elementary School Coordinator.
- Support with implementing daily SOY Pittsburgh activities that align with program goals - academic advancement, cultural empowerment, and social-emotional development.
- Create a positive and welcoming atmosphere that empowers students to take pride in their language and heritage.
- Assist students with homework or other academic assignments.
- Implement positive classroom management strategies.
- Aid the SOY Elementary Coordinator and SOY Manager with the recruitment and enrollment of students for the program.
- Work collaboratively with the SOY Pittsburgh staff team, community partners, interns, and volunteers.
- Attend relevant training and meetings.
- Arrive before program hours to assist in the set up of daily activities as needed.
- Remain at SOY Pittsburgh with students until parents pick them up in the evening as needed.
- Document required information (i.e. food delivery and/or attendance).
- Maintain safety and security of students at all times.



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- Adhere to all policies, laws, regulations, and codes of ethics and confidentiality as outlined by federal and state laws, and Latino Community Center policies and procedures.
- Perform other duties as needed.

### **Competencies (Knowledge, Skills, and Abilities):**

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- Verbal and Written Communication
- Analytical Ability
- Independent Decision Making/Judgement
- Customer Service Orientation
- Compassion/Empathy
- Attention to Detail
- Initiative
- Organization/Planning
- Flexibility
- Collaboration

### **Physical Demands and Work Environment:**

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This description is representative of requirements that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent will operate in an office setting, and be required to use a computer with keyboard, telephone, or handheld mobile device for extended periods of time, and office machinery as needed.
- Individual may occasionally be required to lift, push, pull, and carry up to 20 pounds.
- Incumbent will be required to travel to school sites and other locations as needed.
- Incumbent must have the ability to work around small children including sitting, standing, and running.

### **Position Type and Expected Hours of Work:**

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This is a seasonal part-time position; typical hours are Monday through Friday, 9:15am-3:15pm. Summer camp runs from Monday June 15th, 2026 through August 7th, 2026. Incumbent may need to work outside of those hours as requested. This is not a remote position, as it is an expectation that this individual works from the **East Liberty office - 5750 Baum Blvd. Pittsburgh PA 15206.**

### **Education, Certification(s), and/or License(s) Required:**

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- Associate's degree in Education, or related field; and/or equivalent work experience. Bachelor's degree is preferred.
- Valid driver's license and current automobile insurance



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- Act 33/34 and FBI Clearances
- Complete Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in Pennsylvania

### Other Requirements:

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- Must be bilingual in Spanish and English and culturally sensitive to the needs of the Latino community.
- Previous experience in education and child development, case management, or public education system experience preferred.
- Must possess excellent computer, organizational, and data management skills.
- Represents the LCC values: Empathy, Positive and Welcoming, Growth Mindset, Professionalism, Passion, and Education.

### Compensation:

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- **Hours per week:** 25-30
- **Rate:** \$18.00 per hour

## ACKNOWLEDGEMENT

I have received, reviewed, and fully understand this job description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_