



The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

Job Title:	SUMMER CAMP WORKER	Hourly Rate:	\$14.00
Start Date:	End of May Hours: Approx. 20-25 hours a week Monday through Friday PART TIME TEMPORARY	Reports To:	Public Housing Manager
Department:	Public Housing	HR Contact:	Aubrey Coufal
Applications:	Email: athompson@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			
I. JOB SUMMARY Support Youth Program Activities			
II. DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> A. Support Youth Program education and recreational activities. B. Oversee activities of program participants and report incidents/accidents as appropriate C. Insure the safety of youth at all times D. Provide discipline and guidance to youth in accordance with Topeka Housing Authorities procedures E. Insure that building, equipment and resources are used properly F. Report needed building and equipment repairs G. Work hours as assigned H. Ensure the security of the building and equipment 			
III. EDUCATION, SPECIAL LICENSES/CERTIFICATES			
<ul style="list-style-type: none"> A. Valid Kansas Class C Drivers license (optional) B. Specialized certification as assigned C. High school diploma or equivalent preferred but not necessary D. Acceptable driving record for insurance purposes if applicable 			
IV. EXPERIENCE			
Experience working with youth and low-income families preferred			
V. SKILLS/KNOWLEDGE			
<ul style="list-style-type: none"> A. Excellent interpersonal skills B. Good verbal communication skills C. Good time management skills D. Ability to work with diverse population E. Good conflict resolution skills F. Able to work with small children and behavior challenged children G. Safety and security methods and techniques H. Ability to problem-solve and resolve conflict situations effectively I. Mediation and problem resolution techniques J. Standard procedures for the dealing with liability issues relating to the operation of children and youth programs---confidentiality, reporting suspected abuse, sexual harassment, interaction with parents/guardians, etc. K. Standard customer service etiquette and procedures L. Ability to interact effectively with THA residents, program and service providers, educators, law enforcement officials and other persons who work with THA residents M. Ability to establish a good working relationship with THA staff N. Ability to follow simple and complex directions O. Ability to manage multiple tasks simultaneously P. Ability to follow written and oral directions 			

Summer Camp Worker Job Description Continued:

VI. PHYSICAL REQUIREMENTS

- A. Work around and with children and youth in everyday program settings as well as in emergency situations
- B. Ability to lift at least 50 pounds.