



Assistant Instructor Summer Day Camp “Camp Huckleberry”

Department	Youth Learning	FLSA	Nonexempt
Supervisor	Manager, Youth Learning Programs	Status Schedule	Temporary 40 hours per week: July 6-August 14 8:15 AM-4:45 PM Up to 24 hours for a mandatory team training and camp set-up on 6/30+ 7/1+7/2
Pay	\$20	On-Site	100%
Revised	April 2026	Location	86 School Rd (Lopez Island School Facilities)

The Assistant Instructor is responsible for assisting with the supervision of youth to ensure their safety and for facilitating academic and social-emotional enrichment activities for grades K-5 in LIFRC's traditional summer day camp, “Camp Huckleberry,” which serves up to 40 youth.

This is a **position for High Schoolers** who enjoy working with youth. Position open until filled. To apply, please email a brief cover letter to the Program Director, stephanie@lifrc.org, stating

- 1) why you are interested in this position,
- 2) what weeks you are available to work, and
- 3) what experience you have working with children/youth.

Specific Job Functions

<p>Working with Youth</p> <ul style="list-style-type: none"> • Assist the Lead Instructor in facilitating a variety of summer camp activities for grades K-5, including leading arts and crafts, literacy and STEM activities, games, active outdoor time, and community-building activities such as opening and closing circles • Greet, escort, and monitor youth throughout the program, assuring they are safe and supported • Engage with youth during active outdoor games/sports activities • Help youth transition from one program space or activity to another • Assist youth during snack and lunchtime 	90%
<p>Organization/Logistics</p> <ul style="list-style-type: none"> • Prepare snacks as needed • Set up and break down supplies as needed 	5%
<p>Program Support:</p> <ul style="list-style-type: none"> • Attend the mandatory summer staff training days (6/30+7/1+7/2) • Attend team debriefs regularly 	5%

Qualifications and Skills

Required:

- 16+ years of age
- One+ years of experience working directly with youth in an after-school program, summer camp, school, childcare, or similar setting
- Verbal fluency in English
- Able to communicate effectively with youth and adults
- Able to follow program procedures
- Able to work effectively with a team; be a strong team player

Preferred:

- Verbal fluency in Spanish

Training/Certifications required (can be completed after hire, LIFRC pays certificate fees)

- CPR and First Aid Certificate
- WA State Food Worker Card (for snack prep)
- Signed Parent Authorization Form (this will be part of the hiring paperwork)

Mission

The Mission of the Lopez Island Family Resource Center is to provide resources and guidance necessary to meet the basic needs of the entire community. Building on this foundation of wellbeing, we also provide educational and community engagement programs, and we advocate for a more just and equitable community.

Vision

We envision the Lopez Island community as a family in which each person enjoys a positive, meaningful quality of life, knowing our own and our neighbors' basic needs are met. We are committed to lifelong growth and self-improvement in an environment of respect, kindness, and compassion.

Core Values

- We believe in an inclusive and just community with opportunity for self-improvement for all.
- We focus on the well-being of our clients
 - We maintain appropriate professional boundaries.
 - We meet people where they are.
 - We treat our clients with dignity and respect.
 - We keep our clients' information confidential.
- We use best practices.
- We strengthen our community by connecting people and organizations.
- We collaborate among staff and with other individuals and organizations.
- We are a team of self-empowered individuals.
- We are active listeners and have candid, honest, and positive communication. We accept input from others.
- We act with integrity and responsibility.
- We continuously evaluate and improve.
- We adapt to the changing needs of our clients and the community.

Physical Demands and Work Environment

These physical demands represent the requirements for an employee to perform the job's essential functions successfully. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

This job requires the employee to work inside and outside in summer temperatures during active outdoor time and to safely escort youth to and from program spaces, including on uneven terrain. While performing the duties of this job, the employee is regularly required to perform duties outside an office and must be able to lift, push, pull, and transport supplies and other items up to 30 pounds.

Disclaimer: This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All LIFRC employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.