



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 appropriateC. Insure the safety of youth at all timesD. Provide discipline and guidance to youth in accordance with Topeka Housing Authorities proceduresE. Insure that building, equipment and resources are used properlyF. Report needed building and equipment repairsG. Work hours as assignedH. 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 assignedC. High school diploma or equivalent preferred but not necessaryD. 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 skillsB. Good verbal communication skillsC. Good time management skillsD. Ability to work with diverse populationE. Good conflict resolution skillsF. Able to work with small children and behavior challenged childrenG. Safety and security methods and techniquesH. Ability to problem-solve and resolve conflict situations effectivelyI. Mediation and problem resolution techniquesJ. 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 proceduresL. Ability to interact effectively with THA residents, program and service providers, educators, law enforcement officials and other persons who work with THA residentsM. Ability to establish a good working relationship with THA staffN. Ability to follow simple and complex directionsO. Ability to manage multiple tasks simultaneouslyP. 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.