

T0686W Camp Launch Teaching Assistant

Role Title: Instructor 1

Current Salary: \$15.50 per hour

Desired hires: College students

Position Summary:

The Camp Launch Teaching Assistants will work with the Camp Launch Academic Instructors to provide advanced instruction and a unique academic experience for 7th – 10th grade students. The Teaching Assistant will provide support to the Lead Instructor in charge of the class by reinforcing lessons, responding to individual students' needs, and enhancing the learning experience for students by supporting their teachers in and out of the classroom. The Teaching Assistant will be available to assist multiple sessions from **July 14 – 25, 2025** (Monday through Friday), between the hours of 9:00am – 4:30pm (schedules to be determined by enrollment). Strong interpersonal communication skills and a positive, patient attitude are essential to the role. Lunch will be provided for Teaching Assistants.

Required Qualifications:

- High School Graduate or equivalent

Preferred Qualifications:

- Education major or post high school classes in a education curriculum
- Excellent communication and organization skills.

Conditions of Employment:

- This position is a temporary (hourly) position not to exceed 6 months. All hourly employees are subject to the limitations of the Virginia Manpower Control Program and total hours worked may not exceed on average 29 hours per week, over the course of a twelve-month period beginning May 1 each year.
- This is a non-exempt position, eligible to receive overtime in accordance with the Fair Labor Standards Act. This position may be subject to overtime during high peak times, etc. as directed and approved by the supervisor.
- Lunch will be provided each workday.

JOB DUTIES

70% Instructional Support

- Cultivate a positive, organized learning atmosphere by maintaining a fun and interactive classroom that is clean, organized, safe, and engaging.
- Aid the Instructor in the execution of lesson plans, providing individual attention to students when needed.
- Support students' engagement, learning, and acquisition of concepts, as needed.
- Provide general academic expertise to students and help students' complete assignments.
- Safely supervise students in and out of the classroom, following all guidelines and implementing all Camp Launch standards with the guidance of the classroom Instructor.

20% Technical Support

- Prepare the classroom as directed each day.

- Help troubleshoot set-ups, as needed.
- Assist the Instructor in organizing the learning environment, preparing and maintaining materials and resources.

10% Communication

- Maintain ongoing communication with the Academic Instructor to contribute to the success of the program.
- Address student questions regarding classroom procedures and concepts in a clear, concise manner.
- Respond promptly to requests for support, prioritizing tasks to maintain optimal Camp productivity.
- Maintain a customer-service focus and collaborative mindset with Camp Launch Staff, Instructors, and students.