



Temporary Personnel Job Description

Job Title: Summer Quest Assistant

Date: March 5, 2025

Department: Career Readiness & Development (CRD)

Prepared By: Rick Saliba

Reports Directly To: CRD Manager

Position Closing Date: May 23, 2025

Hourly Wage: \$12.50/hr

☐ Exempt

☐ Certified

☒ Non-Exempt

☐ Grant Funded

Summer Quest Purpose:

Francis Tuttle Summer Quest one-week camps are meant to be fun and educational while at the same time serving as an introduction to Francis Tuttle Career Training programs. The main goal is to utilize the camp as a launch pad for the students to enroll in a Francis Tuttle program when they become eligible.

Primary Function of Position:

Provides support to the instructor of the Summer Quest program. Assists both internal and external customers with exceptional customer service.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Assists in overseeing classroom to ensure students' safety, development, growth, skill achievement, and general well-being.
2. Attends required training sessions made available before Summer Quest starts.
3. Assists in the coordination of daily activities including lesson plans for a full week of Summer Quest.
4. Participates in various group activities as well as a culminating activity to include guardian of student on the final day of Summer Quest week.
5. Coordinates with Summer Quest Facilitator and CRD staff regarding timing for breaks, lunches and special activities.
6. Assists in supporting classroom expectations and rules for students to follow in order to alleviate discipline issues.
7. Assists with small incidents and helps complete accident report form, as well as notifies Summer Quest staff immediately, as needed.
8. Ability to be present on the job as described under working conditions and contract details.
9. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Must be 18 years of age to apply.
- Experience in educational camp setting a plus.

- Ability to work independently with limited supervision and direction.
- Ability and desire to maintain/manage an efficient, well-organized classroom/lab area.
- Exceptional verbal communication skills.
- Ability to understand and meet critical deadlines.
- Ability to excel in a fast-paced work environment by prioritizing tasks and projects.
- Strong flexibility, time management, and organizational skills are a must.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions:

Long periods of sitting and standing. Ability to clean and organize classroom/lab/kitchen areas. Ability to lift 10-25 lbs. Extensive communication with internal customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Potential work locations include Francis Tuttle-Rockwell Campus, Francis Tuttle-Danforth Campus and Putnam City-Capps Middle School.

Organizational Relationship:

Temporary personnel position reports directly to the Career Readiness & Development Manager and classroom instructor.

Working Days and Hours:

Working days are June 3rd – 6th (week one), June 10th – 13th (week two), June 16th, 17th, 18th, 20th (week three) and June 24th-27th (week four). Working hours are 8:30am – 3:30pm, 28 hours/week

**Hours worked June 3rd through June 13th will be paid on – June 30th.

**Hours worked June 16th through June 27th will be paid on – July 31st.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Position closes at 4:30pm CST on closing date.

Disclaimer:

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

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