

February 12, 2018

Middleburgh Central School District Office of the Superintendent

291 Main Street, Middleburgh, NY 12122
Phone: (518) 827-3625 • Fax: (518) 827-6632

NOTICE OF VACANCY

POSITION(S): **SUNSHIP Program June 11-15, 2018**

- Director (1)
- Counselors (5)

(See descriptions on back)

LOCATION: Middleburgh Central School District

STARTING DATE: May 2018

DEADLINE FOR APPLYING: February 26, 2018

STARTING SALARY: Per current MCSTA Agreement

APPLY TO: Raymond Colucciello, Interim Superintendent 291
Main Street – PO Box 606
Middleburgh, NY 12122
Phone: (518) 827-3625
Fax: (518) 827-6632
E-mail: raymond.colucciello@middleburghcsd.org

Selected candidates will be contacted for interviews.

Middleburgh Central School District is an Equal Opportunity Employer

cc: Board of Education
MCSTA President
Business/District Office

Elementary Office
MCSRPA President

Jr.-Sr. High School Office
Bus Garage

SUNSHIP Director

- Organize and supervise training of camp counselors
- Coordinate speakers with assigned groups for presentations
- Inventory supplies, replace supplies as needed
 - Purchase supplies following district guidelines and return paperwork to Business Office
 - Coordinate with Park, Park Office, Insurance forms, Bus Garages-Transportation Forms
- Organize food for dinner (parents, pick-up)
- Copy and collate informational packet for parents
- Setup electronic equipment for opening ceremonies
- Place science supplies on trails and in pavilion
- Organize kids, counselors on trails (no overlapping)
- Complete director training prior to trip
- Cleanup daily and recycle; reload bus and van
- Final clean-up, paperwork, all supplies rechecked for next year and stored
- Other duties as assigned

SUNSHIP Counselors

- Perform opening day ceremonies and activities
- Encourage each student to:
 - Try each activity
 - Think outside the box
 - Support each other
 - Work cooperatively (team work)
 - Ask questions
- Direct and participate at each science activity along the trails and up at the Pavilion
- Discuss concepts
- Help group with skit
- Closing ceremonies and cleanup
- Other duties as assigned