



**Summer 2026
Program Staff**
(Nutrition, Swim, And Bus/Custodial)
Job Descriptions

Role Purpose:

Program Staff ensure scholars experience a safe, smooth, well-supported day by owning key operational services that sit at the heart of scholar care and program flow. These roles provide reliable structure for meals, swimming, transportation routines, and daily site readiness. Program Staff protect the learning environment by keeping the day organized, spaces functional, and required records completed with accuracy.

What You Lead:

- Consistent daily operations that support scholar safety, readiness, and wellbeing
- Reliable systems for meals, swim programming, transportation routines, and site readiness
- Calm, predictable transitions that reduce confusion and protect instructional time
- Accurate documentation and follow-through for required program compliance tasks

Core Responsibilities:

Daily Operations And Scholar Support

- Maintain a steady, service-oriented presence that supports scholar care, safety, and daily program flow.
- Follow assigned routines and timelines so essential services happen consistently and on time.
- Communicate early when barriers arise, and problem-solve quickly with the Enrichment And Operations Coordinator and Program Director (Site Director).

Safety, Professionalism, And Team Communication

- Reinforce scholar safety expectations during high-movement times and in high-risk settings.
- Maintain confidentiality, follow campus policies, and represent the program with professionalism.
- Provide accurate updates to leadership and complete required records associated with your assignment area.

Volunteer Support And Task Delegation

- Supervise and direct 1-2 High School Volunteers assigned to your area by giving clear, age-appropriate tasks that support daily execution. Ensure volunteers understand expectations for safety, professionalism, and scholar interaction, and provide quick coaching so their help is useful and consistent.

Role Variations By Program Staff Focus:

The responsibilities above apply to all Program Staff. Specific duties depend on assignment.

Program Staff Focus Area 1: Nutrition

- Receive lunch delivery each day and manage lunch arrival routines, set-up, and distribution systems.
- Maintain required meal compliance records accurately and consistently, following program procedures.
- Deliver daily snacks to each classroom on schedule, ensuring rooms receive correct quantities.
- Coordinate field trip meals by ensuring lunches are packed, labeled, and delivered to classrooms or distribution points as needed.
- Support lunch space readiness and reset routines, including coordination of trash consolidation and basic area organization as directed.

Program Staff Focus Area 2: Swim

- Participate in daily swim programming and be in the pool with scholars each day as required.
- Manage pool-area routines and readiness, including set-up support, flow of scholar groups, and supervision support as assigned.
- Record scholar swim participation and proficiency consistently using the program's tracking method.
- Reinforce pool safety expectations and routines, including entry/exit procedures, boundaries, and behavioral expectations.
- Coordinate with the Enrichment And Operations Coordinator on schedules, group movement, and any day-of adjustments related to swim.

Program Staff Focus Area 3: Bus/Custodial

- Ride the bus in the morning and afternoon to support scholar supervision and safe transportation routines.
- Support bus loading and unloading procedures and reinforce safety expectations during arrival and dismissal.
- Manage daily program cleanliness and basic custodial needs, including trash removal, high-traffic area tidiness, and space resets between activities.
- Support lunch trash consolidation and site readiness routines that keep the program clean, safe, and functional.
- Complete other duties as assigned to support day-to-day program operations.

What Success Looks Like

- Scholars receive meals and snacks on time and required compliance records are completed accurately.
- Swim programming runs safely and smoothly, with consistent proficiency tracking and strong pool routines.
- Transportation routines are safe and calm, and the site stays clean, functional, and ready throughout the day.
- Program Staff communicate proactively, follow through reliably, and strengthen the overall stability of the program.

Qualifications And Mindset

- Strong reliability, punctuality, and ability to follow daily routines with consistency.
- Comfort working in fast-paced youth program settings with movement, transitions, and shifting needs.
- Ability to take direction, work independently, and remain solutions-oriented when the day changes.
- For Swim assignment: ability to swim confidently and be in the pool daily while supervising scholars.

Time: The 2026 program will run from Thursday, June 4th through Thursday, July 2nd with mandatory post planning on Wednesday, July 6th. Mandatory orientation, planning and classroom set-up is scheduled for Wednesday, June 3rd. Staff may be assigned to the Horizons Scholar Assessment Day on Saturday, May 2nd. The program will be closed on Thursday, June 19th.

Pay: Program Staff can earn between \$14 - \$18/hour for program work days as assigned.

What is Horizons at Georgia Tech? Horizons at Georgia Tech seeks to help children of limited financial means to find success in school and to set high goals for themselves including high school graduation and participation in post-secondary educational experiences. Horizons is committed to the development of the whole child through experiences that enhance confidence, foster awareness of community responsibility, build problem-solving skills, and encourage a life-long interest in learning. All Horizons students learn how to swim, making them safer and building confidence. We encourage children to take charge of their lives and realize their full potential. Come join our amazing program! For more information on Horizons at Georgia Tech please visit www.horizonsnational.org, www.horizonsatlanta.org or <https://expandedlearning.ceismc.gatech.edu/horizons/about>.

Program Staff (Nutrition, Swim, And Bus/Custodial): Day-To-Day Jobs, Duties, And Responsibilities

Daily Non-Negotiables

- Arrive ready to execute assigned service routines on time and with accuracy.
- Maintain scholar safety and calm transitions during high-movement moments connected to your role.
- Complete required records and documentation tied to meals, swim, or transportation responsibilities.
- Communicate needs, delays, or barriers early to the Enrichment And Operations Coordinator.
- Support end-of-day reset routines so the program is ready for the next day.

Focus-Specific Daily Actions

Nutrition

- Confirm lunch arrival, set-up, and distribution.
- Complete lunch compliance records.
- Deliver snacks to each classroom daily.
- Coordinate and deliver field trip lunches as needed.

Swim

- Support daily swim block execution and be in the pool daily.
- Manage pool flow, routines, and safety expectations.
- Record scholar swim proficiency each day.

Bus/Custodial

- Ride the bus AM and PM and support safe routines.
- Support arrival and dismissal movement and procedures.
- Manage program cleanliness, trash removal, and space resets.

Weekly And Milestone Duties

- Support program events and field trips aligned to your assignment area.
- Assist with supply organization, inventory needs, and special set-up tasks as assigned.
- Support end-of-program closeout and site reset expectations.

Rapid-Response Responsibilities (As Needed)

- Adjust quickly when deliveries, schedules, or staffing needs shift.
- Provide additional coverage support for transitions, lunches, or dismissal as directed.
- Flag safety concerns or recurring issues to the Enrichment And Operations Coordinator immediately.

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