



Spruill Center FOR THE Arts

SUMMER CAMP

Camp Instructor Roles and Responsibilities Summer 2019

Director: Rochelle Nation

Instructor Objective: Provide dynamic and engaging art instruction to campers relating to the scheduled weekly themes. Facilitate exciting and interactive visual arts and performing arts projects.

Hours of Operation: 9:00am – 3:10pm daily

First day of each weekly camp session:

- Arrive early enough to prepare your room and supplies.
- Spruill doors open at 8:00am daily. Instructors are to arrive no later than 9:00am each day.
- Assess your classroom to determine if the room configuration meets your needs.
- Camp Aides are available to provide assistance as needed to set up and prepare your room.
- Greet parents as they arrive, approximately 9:15am – 9:30am.
- At 11am, escort all of your campers outside to the courtyard for the camp meeting.

Camp Coverage:

- Please be aware that Spruill Arts is a non-profit community art center, we are not a school or a private institution with on-call instructors available to fill in when needed.
- We rely on our instructors to be on time as scheduled during their assigned week(s) as agreed upon per the signed Summer Camp contract.
- We do not offer late arrival or early release times for our instructors.
- Please schedule any and all appointments after summer camp hours or on a week that you are not scheduled to teach camp.

Daily Duties:

- Expect campers to arrive in your room NO earlier than 9:15am. All early arrivals (before 9:15am) should be directed to Before Care (Room 14).
- **Take attendance every day** on the roster attached to your assigned clipboard.
- Plan daily art projects, lunch, breaks, structured outdoor play, and clean up: Refer to SAMPLE Daily Schedule.
- Schedule daily clean up prior to the end of each camp day. All campers and camp aides assist with clean up including sweeping the floors and cleaning the sinks as needed.
- At the end of each camp day, your room should be organized with all art projects stored appropriately. The Camp Director will notify you if the classroom will be used for afternoon/evening class, in which case all art work will need to be stored on your assigned supply cart.
- Organize and store all art supplies on your assigned cart.
- At the end of each camp day, escort After Care campers to Room 14 and accompany all remaining campers to the carpool waiting area in the atrium. Please ARRIVE ON TIME, no later than 2:55pm!

Camp Supplies:

- Art supplies will be organized on an assigned supply cart based on the lesson plans you have submitted. It is your responsibility to inform the Camp Director if any supplies are incorrect or missing from your cart as soon as possible.
- Only the Camp Directors are allowed to enter the Camp Supply Closet. If there is something missing from your cart, please send your camp aide to the camp office for assistance.
- Please keep all supplies in an orderly and clean fashion.
- All supplies are to be returned with your cart to the Supply Closet on Friday, and must be in order. The Camp Director must sign off on your cart before you leave for the day.

Tacky Tuesday:

- Tacky Tuesday takes place each Tuesday.
- Campers, instructors, and camp aides are encouraged to participate.
- Please remind campers on Monday at the end of the camp day to participate in Tacky Tuesday!

Lunch:

- Lunch should be planned according to your lesson plans when a natural break occurs.
- Should a camper not bring a lunch, please inform the Camp Director immediately.
- Instructors must eat with campers in the classroom then allow for a short break in the courtyard.
- Please make sure each camper cleans up thoroughly after lunch.

Pizza Day:

- Pizza Day takes place each Thursday.
- Campers pay \$5 for cheese pizza, Nilla Wafer cookies, and lemonade. Gluten free pizza is available for \$7.
- Campers will bring in their pizza money and turn it in to the instructor. Please collect the pizza money and mark off on the Attendance Roster that the camper has paid for Pizza Day.
- The Camp Director will collect pizza money from the instructors each day.
- On Thursday, the Camp Director will confirm with the instructor the number of campers that have paid for pizza.
- Pizza, cookies, and lemonade will be delivered to your classroom around 11:45am.
- Instructors and Camp Aides eat for free!
- Camp Aides eat as a group in the hallway on Pizza Day.

Friday Art Show (Creative Arts and Visual Arts):

- All completed artwork must remain at Spruill until the end of the camp day on Friday as it will be showcased in the hallway until the conclusion of camp.
- As artwork is completed, please feel free to begin hanging it in the hallway. Your Camp Aide can assist with this process.
- Artwork is to be displayed and organized in alphabetical order by camper name.
- Be sure each camper has created a name plate to be placed in the hallway above their artwork.
- The Camp Director will let you know where to display your camps artwork with supplied clothespins. Please be sure each artwork has the camper's name clearly printed on the back.
- At 2:30pm, a brief 10 minute synopsis should be presented to the parents. At this time you should provide an overview of the projects you taught the campers and/or you should have the campers present the art work they worked on throughout the week.

Drama Performance (Performing Arts):

- An invitation and/or camp program shall be created by campers, camp aides and/or the instructor to invite parents or to hand out on performance day.
- Performances will be held each Friday at the conclusion of camp.
- Dress rehearsal will be held at 11:00am. All Creative Arts and Visual Arts campers will attend this performance.
- The final performance will be held at 2:00pm for parents, family, and friends.

Friday Art Show (Studio Arts):

- On Friday, each Studio Arts Camp will present their art on display to showcase their completed artwork in the classroom.
- At 2:15pm, a brief 10-15 minute synopsis should be presented for the parents. At this time, the campers will share what they have learned throughout the week.

Carpool (All Camps, All Ages!):

- Every instructor is required to participate in the carpool process.
- Campers are not allowed to be picked up from the classroom unless they have an Early Dismissal form signed by the Camp Director.
- On the way to carpool, drop off After Care campers in Room 14.
- The Camp Director will begin the carpool process promptly at 2:55pm in the Atrium and it should last approximately 10 minutes. Teachers are to remain with their campers until the end of carpool.
- There is no carpool on Friday.

Camp Aides:

In order to make our camp run smoothly we rely on high school students who volunteer their time to assist our instructors.

- Volunteers are placed according to need. We will try to place one Camp Aide per classroom when possible.
- Camp Aide responsibilities include:
 - Assisting instructors with camp activities and projects
 - Prepping supplies for upcoming art projects
 - Room clean up including sweeping, cleaning sinks, organizing supplies, etc.
 - Hanging artwork in the main hallway
 - Organizing and cleaning art supplies and the supply cart
- Camp Aides are allowed a 30 minute lunch break, and they are to stay on the Spruill campus.
- **Camp Aides cannot be left alone with a classroom of campers!**
- Camp Aides must be dismissed each day by their instructor.
- Please extend your appreciation and support to the Camp Aides as they are not receiving any pay for their time and efforts.

General Camp Information:

- **Daily Camp Themes:** Campers enjoy these fun-filled daily activities each week!
 - Magical Monday: All Camp Pep Rally!
 - Tacky Tuesday: Campers and Staff Dress up Wild and Crazy!
 - Wonderful Wednesday: Art with a Heart = Making art for the community!
 - Tasty Thursday: Pizza Day = \$5 for pizza, lemonade, and cookies!

- Fabulous Friday: Each camp will have an exhibit, show, or presentation on the last camp day:
 - Ages 5-6: Creative Arts Exhibit 2:30pm
 - Ages 7-10: Visual Arts Exhibit 2:30pm
 - Ages 7-10: Performing Arts (Drama) Camp Performance 2:00pm
 - Ages 11-14: Studio Arts Exhibit or Show 2:15pm

- **Before and After Care:**
 - Extended care is offered for a set fee for early arrival and late dismissal.
 - Extended care is supervised by instructors at a pay rate of \$12/hr.
 - Extended care responsibilities include supervising campers as they watch movies, play board games and/or draw. If weather permits, the instructor may choose to take the campers outside to the courtyard during After Care.
 - Before Care hours are 8:00am – 9:30am.
 - After Care hours are 3:00pm – 6:00pm.

- **Outside Activities:**
 - Georgia summers are hot so please plan your time outside thoughtfully. Please keep outside free time to 10-15 minutes max!
 - Please monitor campers while outside at all times.
 - The Camp Director and Assistant Camp Director are available to monitor the campers outside while the instructor takes a break! Please don't hesitate to ask.
 - When campers return from outside time, please make sure that they rehydrate by drinking water.
 - There is bug spray and sunscreen available in the camp office for campers who request it.

- **First Aid:**
 - Every supply cart has a First Aid Kit. First Aid Kits can be taken outside.

- **Copy Machine:**
 - A code is required to access the copy machine. Please see the Camp Director for assistance.

- **All vending machines are off-limits to campers.**

- **Payday:**
 - Each instructor is responsible for completing his or her time sheet.
 - The Camp Director will collect all time sheets on the 15th and the 30th of each month.
 - If you are not teaching on Payday, your check will be mailed to you unless you to make arrangements for pick up.
 - Any questions regarding your pay check can be addressed by the Administration Director.

Here's to a great summer!:

The goal of the Spruill Arts Summer Camp Program is for our campers to have FUN creating and performing art! Equally important is that our instructors and volunteers enjoy their experience at Spruill this summer while sharing their passion for art with campers.

As the director of camp, I am here to support and assist instructors in any way that I can. If anyone has any questions, concerns, or problems, please do not hesitate to contact me!