

ASSISTANT DIRECTOR OF SUMMER CAMP

SUMMARY

Applications are invited from energetic, innovative, and professional candidates for the position of Assistant Director of Summer Camp for the 2019 season.

The Spruill Center for the Arts Summer Camp program is a 10 week day camp (9:30am-3pm, M-F) for 5-14 year olds that focuses on a wide selection of fun yet engaging art and drama camps. Camp runs from May 29th - August 3rd, 2018.

Hours:

- March 4th – May 26th, 2019: Part-Time as needed
- May 28th – August 2nd, 2019: 10 Weeks (Monday-Friday 8:30am-4:30pm)

Pay: \$15 per hour

DUTIES

March 4th – May 26th, 2019

- Assist Camp Director as needed prior to the start of camp with planning and preparing summer camp programming
- Schedule and coordinate volunteers to assist during summer camp

May 28th – August 2nd, 2019

- Assist Camp Director as requested during summer camp hours
- Supervise volunteers assigned to assist during summer camp
- Assist with morning and afternoon carpool
- Monitor, supervise, and assist campers as needed
- Assist instructors in the classroom as needed
- Organize classrooms as needed
- Assist with weekly paperwork
- Assist with day to day camp operations

SKILLS/EXPERIENCE

The successful candidate will have:

- Bachelor's degree or equivalent preferred
- Training and experience working with children ages 5-14
- Supervisory experience with excellent organizational and administration skills
- Ability to manage multiple tasks at one time with strong attention to detail and high energy
- Excellent interpersonal and communication skills with the ability and desire to work collaboratively with instructors, staff, campers, and parents
- Responsible, reliable, and flexible team player
- CPR and First Aid certified preferred

TO APPLY

Please send resume and letter of interest via email to the Director of Summer Camp at spruillsummercamp@gmail.com. Interviews for prospective candidates are ongoing.