



Spruill Center FOR THE Arts

SUMMER CAMP

PM Assistant Camp Director

Seasonal Employee, non-exempt

JOB DESCRIPTION:

The Assistant Camp Director is a key team member in our organization and reports directly to the Camp Director. The PM Assistant Camp Director will oversee all camps for ages 5-14 during the PM shift (11:00 am – 6:00 pm). The goal of our camp is to provide a fun, safe, and creative atmosphere for all of our campers, therefore the Assistant Camp Director should have a passion for the arts and a love of working with children. This is a seasonal position which runs from May 13, 2024, to August 2, 2024.

ABOUT OUR SUMMER CAMP:

The Spruill Center for the Arts Summer Camp program is an 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 camps. Campers ages 5-10 attend class with one teacher in the morning, and then rotate to another teacher's classroom in the afternoon. These classes cover the basics of a variety of art mediums including drawing, painting, sculpture, air dry ceramics, paper mache, sewing, jewelry making, printmaking, and crafts. Campers ages 11-14 will be able to register for Specialty Camps in which they will focus on one medium with the same instructor for the entire week. Our current specialty camps include jewelry making, ceramics, character design, painting from life, portrait drawing and painting, sewing, resin crafts, digital photography, watercolor painting, and more.

QUALIFICATIONS:

- College degree being pursued in art, education, or nonprofit management preferred
- Experience in the arts, management, early childhood education, or working in a summer camp setting preferred
- Must have a valid driver's license
- Ability to positively motivate and lead a team, conveying information and ideas clearly and effectively
- Ability to effectively listen to, understand, and clarify concerns and issues raised by team members, campers and their families
- Ability to work with and understand financial information and data, and perform basic math functions
- Ability to effectively communicate with adults and children on a one-on-one basis as well as in a group setting, in classrooms as well as in informal learning situations

COMPENSATION:

The Assistant Camp Director will be paid \$20/hour

RESPONSIBILITIES INCLUDE:

May 13th – May 23rd (Part time for training and camp prep)

- Hours prior to camp starting will be scheduled as agreed by the Assistant Camp Director and the Camp Director.
- Assisting with Camp Director prior to the start of camp with scheduling, training, and managing volunteers, and planning fun camp activities for students and employees.
- Learn how to register students, accept payments, print rosters, and email students within the Student Manager program.
- Train to be able to answer questions about registration, camp scheduling, and other camp information in person, over the telephone, and through email correspondence.
- Assist the Camp Director with going over lesson plans and supply lists, and making sure we have the correct inventory prior to the start of camp.



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May 28th – August 2th (11:00 am – 6:00 pm)

- Arrive and gather all toys and equipment needed for recess.
- Execute the lunch/recess rotation from 11:30 am – 1:00 pm with the help of the AM Assistant Camp Director and volunteers.
- Monitor campers during recess (create fun games and activities for the campers, manage and deescalate bad behavior, and distribute first aid as needed)
- Incident reports must be filled out for any ALL injuries regardless of severity.
- After the lunch rotation, call or email parents about incidents as soon as possible.
- With the help of the AM Assistant Camp Director and volunteers, make sure all campers get safely to their afternoon class with all of their belongings (including sketchbooks and portfolios)
- Monitor classes throughout the afternoon and assist summer camp instructors where needed.
- Be available to check out any students leaving early (check IDs, make sure the student has all of their belongings, check them out with the classroom teacher, and notate on the master list that they have gone for the day)
- Make sure all teachers start cleaning up at 2:40 pm and are in the carpool waiting area by 2:55 pm
- Help teachers listen for names, and escort campers outside once their name has been called.
- After carpool, put away carpool signs and check out volunteers by ensuring that classrooms are clean, ready for afternoon classes, and all supplies are taken care of (glues and markers have lids, paint brushes and pallets are cleaned, etc.)
- Double check attendance with Camp Director after carpool, and notate any campers present that have not already registered for aftercare - call parents as needed.
- Register and take payments for students who are adding aftercare-care last minute or signing up for a single day.
- Greet and direct after-care families to the appropriate classroom to check out their camper(s)
- On Fridays, gather art supply carts from all classrooms to be broken down and restocked for the following week.
- Manage inventory of art supplies and update camp director when supplies are needed.
- Take charge and communicate with parents and staff when the Camp Director is unavailable.
- Maintain a friendly and warm demeanor at all times with both team members and guests.
- Perform other duties as assigned by supervisor or management.

To apply, email resume and cover letter to camps@spruillarts.org