



Spruill Center FOR THE Arts

SUMMER CAMP

AM 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 AM Assistant Camp Director will oversee all camps for ages 5-14 during the AM shift (7:30 am - 2:30 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 11-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.
- Schedule and email volunteers prior to the first week of camp.



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May 28th – August 2th (Mon-Thurs: 7:30am-2:30pm, Fridays: 8:30am-3:30pm)

- Unlock all doors and make sure art supply carts are stocked, in the correct classroom, and ready for teacher arrival
- Greet before-care instructor and students, and direct families to the appropriate classroom to be checked in by the before-care instructor.
- Register and process payments for students who are adding before-care last minute or signing up for a single day
- Set up check-in table outside and put out carpool signs
- Make sure all of the teachers are in their classrooms before starting carpool. Call late teachers, and have staff greet students in the classrooms as needed
- Gather volunteers to help walk students to their classes
- Manage volunteers by going over rules and procedures each Monday, give out appropriate room assignments, and monitor their helpfulness throughout the week
- Email each volunteer a letter of earned hours at the end of each week.
- After Carpool, be available to check in any late students and walk them to their appropriate classroom.
- At 10:00 am, double check attendance with all teachers and email the families of any absent students
- Monitor classes throughout the morning, and assist summer camp instructors where needed
- Execute the lunch/recess rotation from 11:30 am – 1:00 pm with the help of the PM 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.
- Communicate with and schedule volunteers for the following week
- On Fridays, help greet parents for the art show and check campers out for the week. Help parents collect artwork as 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