



Kids Camp Lead Director Job Description

The mission of ArtsConnect™ is to create an engaged and vibrant community through the arts and events.

ArtsConnect is an Equal Opportunity Employer

Job Title:

Lead Camp Counselor

Supervisor:

ArtsConnect Education Director

Position Purpose:

The Lead Counselor is responsible for co-creating art curriculum with the Education Director, implementing lessons, motivating campers, and leading Assistant Counselors for an 8-week art camp.

Pay:

\$15 hour

Core Values:

ArtsConnect has established the following as its core values that employees are expected to follow and embody. These values include:

- Integrity
- Respect
- Communication
- Creativity
- Teamwork
- Accountability
- Positive Attitude
- Dedication to the Arts and Culture

Essential Job Functions:

Lead Counselors will:

- Work with the Education Director to develop curriculum (*prior to camp*) for the camp themes that are community centered and age appropriate.
- Write lesson plans for each theme.

- Develop motivations to introduce each art project.
- Work with the Education Director to order supplies.
- Manage the supplies needed for each day of art camp.
- Oversee check-in and check-out of campers
- Lead art projects.
- Motivate and inspire campers to be creative, expressive and respectful of one another's thoughts and ideas.
- Demonstrate necessary skills needed for campers to be successful and to complete each lesson.
- Plan and lead activities such as camp games, songs and discussions.
- Delegate tasks to Assistant Counselors.
- Mentor campers and Assistant Counselors.
- Basic parent communications
- Conduct the necessary reflective assessment during and following each lesson.
- Maintain strong classroom management
- Administer medication if needed
- Oversee the set up and cleanup of classroom spaces daily
- Attend regular planning meetings and trainings.

Core Competencies:

Lead Counselors will:

Remain Composed - remains calm under pressure and does not become defensive or irritated in challenging situations; is mature, handles stress, and remains calm while handling crisis.

Orient to the Goals – possesses initiative and tenacity to actively influence events rather than passively accepting events as they occur.

Utilize Interpersonal Skills – relates well to all kinds of people, builds appropriate rapport and constructive and effective relationships; uses diplomacy and tact when diffusing high-tension situations comfortably.

Mentor and Develop – provides teaching, mentoring, and motivation to Assistant Counselors and camp participants; provides appropriate and timely positive feedback.

Conduct her/himself ethically – acts within the law and with integrity both on and off the job.

Required Qualifications:

Lead Counselors must be at least 18 years of age and must have either completed undergraduate work in art education or be in the third or fourth year of studies. Field observation and field experience should be completed prior to working at our camp. A state-issued art education teacher license is ideal but not required.

Creativity and enthusiasm for the subject and for children ages 7 - 13 will be essential to do this job. An understanding of how to lead and mentor multi-aged children and Assistant camp counselors is essential.

Special Requirements:

Lead Counselors should know how to properly and safely handle art tools, such as scissors, X-Acto type knives, glue, glue guns, paints, inks, and clay. Use of the kiln may be required but will be handled in conjunction with the Pottery Studio Manager.

Physical Aspects of the Job:

While performing the duties of this position, Lead Counselors are frequently required to walk, stand, sit, see, talk and hear, use hands and fingers to handle or feel objects, and to reach with hands and arms. Assistant Counselors must be able to lift and carry between 15 and 30 pounds.

Lead Counselors must be able to hear to perceive information at least at normal spoken word levels. Must be able to see to perceive general surroundings and to supervise children and Assistant Counselors. Specific vision abilities required for this job include close and distance vision (which may be achieved through glasses, lenses, etc.) and the ability to adjust focus. Must be able to speak to communicate and exchange ideas by means of the spoken word, to provide direction, and important information to others at normal spoken word levels

Work Environment:

Lead Counselors will normally work in a camp environment with as many as 25 children within an age range of 7 - 13, which will be, at times, noisy. Lead Counselors will be required to participate in programs/camps which will occur in various environments including outside environments.

Classification:

This is a full-time hourly position that is not exempt from the overtime requirements of the FLSA. This position is seasonal (fulltime hours begin early June through early August) and does not entitle Lead Counselors to unemployment compensation or benefits upon completion of each camp season.

Expected Hours of Work/Attendance Requirements:

The Lead will begin work mid to late March working 10 - 16 hours per week for 10 weeks working a flexible schedule to prepare the curriculum. Camp training will be one week, beginning Memorial Day week. Camp begins June 6 and ends August 5, totaling 9 weeks, including training. The normal hours for this position during camp are 8:30 a.m. to 4:30 p.m., Monday through Friday, and the normal work week is approximately 40 hours.

Given the need to supervise Assistant Counselors and to direct camp activities during camp hours, attendance is an essential function of this position.

Selection Process: A resume will be reviewed with a rating of education and experience. An oral interview will be conducted along with a motor vehicle records check, reference check, background investigation, and a copy of a teacher license (if available) will be submitted.

Modification of Job Description:

The job description does not constitute an employment agreement between ArtsConnect and Lead Counselors and is subject to change by ArtsConnect as the needs of the organization and requirements of the job change.

To Apply:

Qualified candidates should submit a resume and ArtsConnect employment application to the ArtsConnect Education Director, Lisa Zupon at lzupon@springfieldtwp.org. An application and further information regarding camp can be found at <https://www.theartsconnect.us/209/Camp-Instructors>

Signature of Lead Counselor

Date

Dates of employment