

## **ArtsConnect Kids Camp Assistant Counselor Job Description**

*The mission of ArtsConnect™ is to create an engaged and vibrant community with quality of life enhancements through the arts, community events, and parks and recreation.*

### **Job Title:**

Assistant Counselor

### **Supervisor:**

ArtsConnect Education Director

### **Position Purpose:**

Assistant Counselors will assist the Education Director with art activities, supplies, and teaching. They will be expected to plan and lead games, songs, and activities that compliment the art activity for each day/week.

### **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:**

Assistant Counselors will:

- Work with the Education Director, during camp hours, to implement art lessons, manage supplies, and motivate campers.
  - Admit campers to camp and dismiss campers to their parents (depending on the shift).
  - Plan and lead camp activities, such as games, songs, and discussions.
- Oversee snack and break times.
- Attend regular planning meetings and trainings.

## **Core Competencies:**

Assistant 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.

**Mentor and Develop** – provides teaching, mentoring, and motivation to 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:**

Assistant Counselors must be at least 18 years of age, must have a high school diploma, and must enjoy working with children. A desire to teach art to children and some undergraduate experience in education or the arts and/or taking care of children, possibly in a daycare or childcare facility/program, is desirable.

## **Special Requirements:**

Assistant 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 Education Director.

## **Physical Aspects of the Job:**

While performing the duties of this position, Assistant 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 50 pounds.

Assistant 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. 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:**

Assistant Counselors will normally work in a camp environment with as many as 25 children in the age range of 7 - 13, which will be, at times, noisy. Assistant 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 (June through July) and does not entitle Assistant

Counselors to unemployment compensation or benefits upon completion of each camp season.

**Expected Hours of Work/Attendance Requirements:**

The normal hours for this position depend upon the schedule worked. The assistant counselors will work from 8:25 a.m. to 4:25 p.m., Monday through Friday, and the normal work week is 40 hours.

Given the need to assist in camp activities during camp hours and to assist in the supervision of campers during camp, 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, and background investigation.

**Modification of Job Description:**

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

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Signature of Assistant Camp Counselor date

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Dates of employment