

Job Title: **Assistant Camp Directors (AM & PM)**

Reports To: Program Director/Camp Director

FLSA Status: Non-Exempt/Seasonal

Compensation: \$15/hour

Employment Dates: June 3, 2024-August 23, 2024

SUMMARY

Center for the Creative Arts seeks two assistant camp directors (AM & PM). The AM assistant camp director's hours are Monday-Friday 7:45am-1:00pm; The PM assistant camp director's hours are Monday-Friday 11:00am-5:45pm. Both assistant camp directors will be required to attend a week of training and prep June 3-7, 2024 hours to be determined.

These positions support the camp director in ensuring that CCArts Visual and Performing Arts runs smoothly and that all campers have a safe and fun summer. Assistant camp directors will uphold CCArts' values of acceptance, collective success, and creative expression building an inclusive and welcoming environment for all campers. These positions work closely and collaboratively with full-time staff and volunteers. The ideal candidates will be collaborative, organized project managers with experience working with young people and artistic experience. Passion for the arts and a commitment to inclusion and anti-racism is essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Daily:

- Supervise lunch and outdoor free time with campers including but not limited to ensuring safety of all campers, creating and executing games and other activities.
- Ensure auditorium is left clean and ready for the next activity including but not limited to floor being swept and all tables being wiped down after lunch, all activities and materials being put away by the end of aftercare.
- Supervising and managing interns to ensure they are acting as good role models for the campers, having positive interactions with campers and each other, and ensuring they complete their assigned lunch and aftercare tasks.
- Assist with camper check in and check out when possible.
- Supervise and manage before and/or aftercare including ensuring that all children are safely engaged in activities, managing any problematic behaviors, and ensuring all campers are picked up by authorized persons.
- Restocking supplies in classrooms and aftercare as needed.
- Reporting any supply needs to camp director in a timely fashion.

Weekly:

- Create weekly check in /check out sheets
- Create and Send Weekly Friday Fun Finale Video by Tuesday of each week for the previous week
 - Gather photos (Fridays)
 - Create slide show
 - Create weekly summer camp survey in Survey Monkey
 - Create weekly active email with all elements including fun finale video, survey, and any theater performances (as applicable)
- Assist in resetting classrooms and gathering spaces as needed.

Other:

- Participate in intern & teacher training
- Assist in preparing rooms and other spaces for summer camp
- Act as support for students or teaching artists in classroom as needed

SUPERVISORY RESPONSIBILITIES:

Supervise, manage, and lead high school interns as necessary during lunch and aftercare.

EDUCATION/EXPERIENCE:

- Minimum High School Diploma or equivalent.
- Basic knowledge of computer skills including Microsoft office suite, g-suite, and Canva.
- Experience working with young people ages 5-14
- Interest and/or involvement in an arts-related enterprise a plus

A job offer will be contingent upon your satisfactory completion of a background search, paid for by CCArts.

Center for the Creative Arts is an equal opportunity employer dedicated to building a culturally diverse, equitable, and anti-racist environment.

ABOUT CENTER FOR THE CREATIVE ARTS

Center for the Creative Arts' (CCArts) mission is to inspire, transform, and enrich the lives of people of all ages and abilities through the arts.

We strive to make the arts accessible to as many people as we can, because we believe that the arts are essential for human development, greater academic success, higher self-esteem, and healthier mental and physical lives. We believe everyone should have the right to create and enjoy all the benefits that come along with those pursuits.

The Center for the Creative Arts (CCArts) in Yorklyn, DE is a community space with art at its heart that has been serving the greater Brandywine Valley for over 40 years. Whether in our re-purposed school building in Yorklyn or at a community festival in Wilmington, CCArts provides visual and performing arts programming year-round that is focused on bringing people of all ages and abilities together to gather, connect, and create. We hold year-round classes and workshops, a 10-week summer camp, special events, community and school partnerships, space rentals, and more.