



OPEN POSITION

Summer Camp On-Site Coordinator – Summer 2017

Seasonal, Contracted position available for one or multiple sessions

Session 1-3: June 5 – 9, Monday – Friday, Session 4: June 12 – 22, Monday-Thursday

Session 5: June 26 – July 6*, Monday – Thursday, Session 6: July 10 - 20, Monday – Thursday,

Session 7: July 24 – 28, Monday – Friday. Approximately 9 hours daily. *Fourth of July holiday

Purpose: The On-Site Camp Coordinator supervises the daily operation of Crealdé Summer Art Camp. Reports directly to the Young Artist Program Manager.

Duties and Responsibilities: *Prior to Session*

- Email campers parents to introduce yourself, verify that information for each camper is complete & reminder to bring a lunch
- Organizes campers into age appropriate groups with consideration to Friend Requests
- Schedules and supervises youth volunteers

Duties and Responsibilities: *During Session*

- Supervises the day-to-day operation of Crealde Summer Art Camp:
- Issues and collects camp Behavior Contracts. Distributes camp shirts when contracts are returned.
- Ensures daily camp schedule is maintained.
- Maintains cleanliness of the campus & community gallery, 4 bathrooms & kitchen at end of day.
- Oversees class breaks and snack provisions. Works with Accounting Manager to purchase snacks, ice, etc.
- Conveys pertinent information about campers to appropriate faculty & staff.
- Monitors classroom activities and classroom management.
- Works with Young Artist Program Manager to collect, organize, and, store, items for end of summer exhibition.
- Maintains on-going communication with Young Artist Program Manager. Facilitates communication between campers, parents, and staff to address and resolve issues, as needed
- Ensures safety, health and welfare of campers by performing the following functions:
 - Reviews and maintains notebook of special medical needs and emergency contact information for each camper and conveys pertinent health concerns to appropriate staff. Exercises discretion and confidentiality as needed.
- Reports all injuries, illnesses and treatment rendered for each to Camp Session for accurate documentation.
- Acts as part of camp administrative team to ensure camp program maintains high standards and follows applicable policies.
- Collect signatures from faculty on time cards and submit to Finance Office weekly
- Must be willing to complete at least one orientation/training for camp

Qualities Required of Candidate

- Experience and knowledge of summer camps.
- Able to maintain positive attitude, high energy, and adaptability in a fun, but demanding environment.
- Appreciation for visual arts; experience with basic children's art activities preferred.
- Consent to fingerprinting and background check
- Excellent interpersonal and communication skills to work effectively in a team setting with diverse persons.
- Incorporates understanding of child development and age appropriate behaviors.
- Ability to maintain confidentiality.
- Ability to work independently and exercise good judgment.
- Must be punctual and have reliable transportation.
- Up to date First Aid / CPR Certification, preferred.

Physical Requirements:

- On-Site Summer Camp coordinator is a physically demanding job requiring 8+ hours of constant movement. Applicant must be able to be outdoors in summer temperatures.

Education Requirements:

- High School Diploma required. BA in Education, Child Development, Art Education, or other pertinent degrees preferred.

To Apply:

Please submit resume and cover letter to Belinda Glennon, Young Artist Program Manager at bglennon@crealde.org