



JOB DESCRIPTION

Position Title	Department	Reports to
Summer Camp Assistant	Summer Art Experience	2D Manager/Camp Director
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	May 23, 2022

POSITION SUMMARY

The Summer Camp assistant is responsible for assisting the 2D Manager/Camp Assistant with Summer Art Experience at the Armory including, but not limited to:

- Coordinate schedule with Camp Director to ensure Camp Assistant or Camp Director is on site at all times.
- Assist with supervising Urban Youth Impact Interns, Volunteers, and Faculty as well as assistance managing students and delegating tasks accordingly
- Assist with check-in/check-out of students
- Supervise lunches and breaks
- Ensure volunteers receive periodic breaks
- Provide rosters for each instructor
- Review camp safety forms to ensure we have completed forms for each enrolled camper each week
- Maintaining supply inventory to include organizing, tracking inventory, cleaning, and assisting instructors with needed materials to prepare for class
- Monitor camp enrollments and inform parents and instructors if a class will not run due to low enrollments
- Finalize classroom setup needs with instructors and ensure classrooms are prepared for class
- Ability to teach a class(es) if needed
- Additional duties as assigned

EDUCATION, EXPERIENCE, CERTIFICATION, LICENSES

Required

- Teaching experience required
- Bachelor’s Degree preferred; previous camp experience preferred
- Experience in a supervisory or leadership role
- Experience in providing leadership and support in the artistic field
- Superior communication skills (written and oral)
- Ability to demonstrate credibility and trustworthiness to students, faculty and staff.
- Ability to provide support in a professional manner.

OTHER MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

The requirements listed are representative of the knowledge, skill and/or ability required. The minimum qualifications include, but are not limited to the following:

Knowledge of:

- Company policies and procedures;

Summer Camp Assistant



Skill in:

- promoting and enforcing safe work practices;
- following verbal and written instructions and procedures;
- using a computer and related software applications; and
- Establishing and maintaining effective relationships with co-workers and others.

Ability to:

- establish and maintain effective working relationships with co-workers, supervisors, vendors, clients and the general public;
- to interact with various database computer programs; Adobe Creative and Drop Box. And, Microsoft Office; Outlook, Excel, Word, Power Point, Teams, etc.
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc., to sufficiently exchange or convey information and to receive work assignments.
- follow oral and written instructions and standing procedures;
- interpret and apply codes, statues and policies and procedures; and
- Complete OSHA/Safety training as required.

PHYSICAL ABILITIES AND WORK ENVIRONMENT

The physical demands and work environment characteristic described are representative of those that a Summer Camp Assistant may encounter while performing the essential functions of this job.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the Summer Camp Assistant to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the Summer Camp Assistant to comprehend written work instructions and review, evaluate, and prepare a variety of written/typed documents and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the Summer Camp Assistant to operate hand and power equipment;
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the Summer Camp Assistant to exert in excess of 20 pounds of force occasionally, and/or in excess of 15 pounds of force frequently, and/or in excess of 10 pounds of force constantly to move objects.
- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Incumbents may be subject to: alternate work schedule, hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.), atmospheric conditions (fumes, odors, dusts, gases, and poor ventilation), hazardous materials (chemicals, blood and body fluids, etc.), extreme temperatures, inadequate lighting, work space restrictions, intense noise, travel, and environmental dangers (disruptive people, imminent danger, threatening environment).

This job description in no way states or implies that these are the only duties to be performed by the Summer Camp Assistant incumbent in this position. Summer Camp Assistant will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the

Summer Camp Assistant



health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with Summer Camp Assistant by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

We are an equal opportunity employer and we value diversity. All employment decisions are based on qualifications, merit and business need

Please fill out this form and return via email to camp.director@armoryart.org

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.