

# Summer Camp Coordinator

Job Title: Summer Camp Coordinator

Organization: The Dalles Art Center

Location: The Dalles, Oregon

Position Type: Seasonal

Period: Tuesday-Friday, June 25-28, July 9-12, July 16-19, July 23-26, July 30-August 2, August 6-9

Pay rate: \$15-\$17/hour dependent on education and experience

Overview:

The Dalles Art Center is seeking a dynamic and enthusiastic individual to join our team as a Summer Camp Coordinator. This position offers a unique opportunity to contribute to the creative development and growth of children in our community through engaging art-focused summer camps. The ideal candidate will be passionate about arts education, possess strong organizational skills, work well with children of all ages, and thrive in a fast-paced, collaborative environment.

Responsibilities:

Develop Strategy for Check-In/Check-Out Process:

- Design and implement an efficient check-in and check-out process for students attending summer camps.
- Ensure all necessary paperwork and emergency contact information is collected and organized.
- Ensure special needs are recorded.

Create Comprehensive Lesson Plans:

- Develop engaging and age-appropriate written lesson plans for morning and afternoon sessions.
- Incorporate a variety of art mediums and techniques to foster creativity and skill development.
- Create a detailed materials list for the lesson plan.

- Include backup activities for unforeseen situations.

Implement Lesson Plans:

- Lead instructional sessions, providing clear demonstrations and guidance to students.
- Foster a supportive and inclusive environment that encourages experimentation and artistic expression.

Manage Students:

- Supervise and support a diverse group of up to 12 students per session.
- Maintain a safe and respectful classroom environment, addressing any behavioral issues promptly and effectively.

Coordinate Lunch Break:

- Organize lunchtime activities and ensure a smooth transition between morning and afternoon sessions.
- Collaborate with staff and volunteers to accommodate dietary restrictions and ensure all students are provided with the correct meal.

Provide Variety of Physical Activities:

- Plan and facilitate outdoor activities and games to complement artistic learning.
- Incorporate movement-based exercises to promote physical wellness and break up the day's activities.

Accommodate Special Needs:

- Work closely with parents and guardians to accommodate any special behavioral, medical or dietary needs.
- Provide individualized support and adaptations as necessary to ensure all students can fully participate and thrive.

Qualifications:

- Bachelor's degree in Art Education, Fine Arts, or a related field (preferred).
- Previous experience working with children in a camp or educational setting.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Flexibility and adaptability in a dynamic work environment.
- CPR and First Aid certification.

Benefits:

- Competitive hourly wage commensurate with experience.
- Opportunity to make a meaningful impact on the artistic development of children.

- Collaborative and supportive work environment.

How to Apply:

Interested candidates should submit a resume, cover letter, and portfolio (if applicable) to the Education & Public Programs Specialist at [jobsatthedallesart@gmail.com](mailto:jobsatthedallesart@gmail.com) by April 26, 2024. Please include "Summer Camp Coordinator Application" in the subject line. Only shortlisted candidates will be contacted for an interview.

The Dalles Art Center is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.