

Summer Camp Art Instructor

Seasonal, Contracted. Requires availability for at least one week June 12 – July 28, Monday – Friday, 3 hours daily.

Purpose: The Summer Camp Art Instructor leads two hour art classes for students, this contracted position is an important part of the Education Department’s summer programming.

Duties and Responsibilities:

- Conducts Two-Hour Art Lessons:
 - Develop creative curriculum that will undergo a pre-approval process.
 - Manages classroom and lead art lessons to create a fun, peaceful learning environment for all.
 - Monitors classroom activities and classroom management.
 - Maintains cleanly areas and appropriate use of supplies.
 - Assists in any class breaks.
- Assists in the day-to-day operation of Summer Culture Camp:
 - Conveys pertinent information about campers to appropriate unit staff.
 - Ensures daily camp timeline is maintained.
 - Ensures all program objectives are met.
 - Works with Summer Camp Facilitators to organize, order, store, and inventory program supplies and equipment.
 - Maintains on-going communication with Summer Camp Facilitators. 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 health histories of all campers and staff and conveys pertinent health concerns to appropriate staff. Exercises confidentiality as needed.
 - Reports all injuries and illnesses and treatment rendered for each to Summer Camp Manager for accurate documentation.
- Acts as part of camp administrative team to ensure camp program meets all objectives and follows applicable standards and policies.
 - Must be willing to complete at least one day orientation and training of camp, including the history of the Art & History Museums – Maitland.

Requirements / Qualities

- Experience and knowledge of art instruction in a classroom setting.
- Experience and knowledge of summer camps preferred.
- Ability to supervise groups of up to 15 children.



- 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 judgement.
- Must have punctuality and reliable transportation.
- Up to date First Aid / CPR Certification, preferred.
- Able to pass multiple background checks.

Education Requirements:

- BA in Education, Child Development, Fine Art, Art Education, or other relevant degrees.

To Apply:

Please submit resume and cover letter to Megan Dice Berry, Museum Education Manager at meganberry@artandhistory.org

No Phone Calls Please.