



Summer Camp Facilitator

Seasonal, Contracted. Requires availability June 12 – July 28, Monday – Friday, approximately 6-8 hours daily.

Purpose: The Summer Camp Facilitator assists in the daily operation of Summer Culture Camp. Reporting directly to the Summer Camp Manager, this contracted position is an important part of the Education Department's summer programming.

Duties and Responsibilities:

- Supervises Art Instructors:
 - Monitors classroom activities and classroom management.
 - Maintains cleanly areas and appropriate use of supplies.
 - Assists Art Instructors in art projects.
 - Oversees any class breaks.
- Lead Cultural Component 2 pm – 4pm Daily.
 - Facilitate the full day campers' visitation of museums, experience outreaches from local community partners, and further explore the Maitland Art Center's campus.
- 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 Manager to organize, order, store, and inventory program supplies and equipment.
 - Maintains on-going communication with Summer Camp Manager. Facilitates communication between campers, parents, and staff to address and resolve issues, as needed.
 - Acts lead photographers of camp activities daily.
- 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.
- Assist with other camp / programs, as assigned. May be called upon to fill any camp role.
 - Performs other duties as assigned.



Requirements / Qualities

- Experience and knowledge of summer camps.
- Appreciation for visual arts; experience with basic children's art activities preferred.
- Able to pass multiple background checks
- Ability to supervise staff and volunteers, building teamwork and trust within a team and with supporting and related departments.
- Excellent interpersonal and communication skills to work effectively in a team setting with diverse persons.
- Incorporates understanding of child development and age appropriate behaviors.
- Able to maintain positive attitude, high energy, and adaptability in a fun, but demanding environment.
- 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.

Physical Requirements:

- Summer Camp Facilitator is a physically demanding job requirement 6+ hours of constant movement. Applicant must be able to stay in motion for long periods of time.
- Ability to lift up to 40 pounds.

Education Requirements:

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

To Apply:

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

No Phone Calls Please.