

## **Summer Camp Manager**

*Seasonal, Contracted. Requires availability June 12 – July 28, Monday – Friday from 8 am – 4 pm.*

**Purpose:** The Summer Camp Manager oversees the daily operation of Summer Culture Camp. Reporting directly to the Museum Education Manager, this contracted position is an important part of the Education Department’s summer programming.

### **Duties and Responsibilities:**

- Oversees 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 Museum Education Manager to organize, order, store, and inventory program supplies and equipment.
  - Facilitates communication between campers, parents, and staff to address and resolve issues, as needed. Maintains on-going communication with Museum Education Manager.
  - Maintains and reviews records, reports, and evaluations of all programs and facilities to monitor camp operations. Completes recommendations for future seasons.
- 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.
  - Renders first aid as needed and isolates all cases of illness.
  - Maintains an accurate written record of all injuries and illnesses and treatment rendered for each.
- Supervises all camp staff:
  - Directly supervise Summer Camp Facilitators.
  - Assists Summer Camp Facilitators in the supervision of Art Instructors, providing needed direction and guidance to staff and program participants.
- 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 two days training before the start of camp, learning about the extensive and complex background and 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 day camp management.
- Up to date First Aid / CPR Certification.
- 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.

**Physical Requirements:**

- Summer Camp Manager is a physically demanding job requiring 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](mailto:meganberry@artandhistory.org)

No Phone Calls Please.