



THE UMBRELLASM

ARTS EDUCATION

Summer Arts Under the Umbrella Camp

Title: Assistant Camp Director

Department: Education

Effective Date: Part Time (20 Hours) May & June
Full Time (40 hours) July & August
Official start date is negotiable

Reports To: Education Program Manager

Pay Rate: Minimum \$25/hr
Rate negotiable & determined based on experience

Status: Seasonal Temporary, Non Exempt

The Umbrella Arts Center is seeking a highly energetic and self motivated individual with excellent organizational and interpersonal skills to serve as The Assistant Camp Director / Teen Leader for the Summer Arts Under the Umbrella 2023 In-Person Camps.

The Assistant Camp Director works directly in consultation and collaboration with the Summer Camp Director and the primary roles are to support the daily behind-the-scenes activities needed to maintain an organized and successful camp week, oversee The Umbrella Arts Centers high school aged Classroom Volunteers and run The Umbrella Arts Camp Leadership Teen Program for students in grades 7 & 8.

Responsibilities:

- Assist in maintaining camper files and documentation
- Assist in maintaining volunteer files and documentation
- Assist with morning drop-off procedures and afternoon pick-up procedures
- Assist with behind-the-scenes aspects of camp including: morning drop-off, camp sanitary policies, snack, lunch, afternoon pick-up
- Communicate daily with parents/families of campers
- Directly manage a team of weekly high school aged Classroom Volunteers
- Coordinate weekly Classroom Volunteer Schedules
- Provide clear communication and enforce expectations for Classroom volunteers
- Oversee and run the pre-camp training for the Classroom Volunteers
- Conduct weekly evaluations of Classroom Volunteers and provide feedback to volunteers
- Coordinate & Further Develop content for the Teen Program
- Oversee and provide leadership training for campers in the Teen Program
- Ensure camp policies are followed and campers, volunteers & staff are safe
- Assist with daily medical administration and support of campers

- Serve as a positive and fun role model for campers, volunteers and staff

The Assistant Camp Director will be expected to work daily a minimum of 8 hours, with potential for overtime. Hours may vary on specific camp days, but will generally be from 9:00am - 5:00pm.

Qualifications:

The ideal candidate for Assistant Camp Director / Teen Leader will have a minimum of one year of experience in an administrative camp role, experience working with children and an understanding and appreciation of the arts. Additional qualities of a qualified candidate are:

- Minimum of a BA in a relevant field
- Prior Administrative experience for an organization
- Prior Summer Camp experience
- Prior experience working with and leading Teens ages 13-18
- Knowledge of youth and youth development
- Prior experience in planning programs and setting schedules
- Ability to work in a small team environment and supervise volunteers
- Strong interpersonal, organizational and time management skills.
- Be able to provide documented proof of immunity or vaccination record as mandated by the Massachusetts Department of Public Health and complete the camp's health form and waiver.
- Be certified in CPR / First Aid or be willing to take a CPR / First Aid course provided by The Umbrella
- Willing to be trained as an authorized summer camp medical administrator
- Pass CORI background checks according to The Umbrella's guidelines
- Willingness to follow and enforce all recommended Covid-19 safety protocols

How To Apply:

1. Submit your Resume and Cover Letter stating your interest and relevant experience to: Rebecca Campbell, Education Program Manager, at rebecca@theumbrellaarts.org
2. Professional references will be required at the time of an interview

Apply by: February 28, 2023

About This Camp & The Organization:

Summer Arts Under The Umbrella runs three camp programs designed specifically for children ages 5–14. The Umbrella Arts Camp is the main summer art camp program with Full Day and Half Day camper enrollment. Campers enrolled in this program get to experience multiple art mediums by rotating through a variety of artistic disciplines over the course of the camp week. The Arts & REC is our partnership camp program with Concord Recreation. Campers in this program spend the morning at Concord Recreation and the afternoons at The Umbrella Arts Center. The Umbrella

Performing Arts Camp is a two week performing arts specific camp where students develop, write and build their own show, set and costumes. The two week camp culminates in a final main stage performance. Campers in all three programs are grouped relatively by Grade. The camp day runs from 8:30am – 5:00pm Monday-Friday with Full Day & Half-Day Camper Enrollment.

The Umbrella Arts Center is located at 40 Stow Street in downtown Concord, MA. Our mission is to enrich lives and build a vibrant and inclusive community through the arts. We inspire creativity, learning, and personal growth through education, performing and visual arts, cultural events, and community collaborations. Each year we engage, excite, and educate people of all ages - from infants to seniors - in the arts. Our performing arts and events draw thousands to our 344-seat main stage theater and 100-seat black box theater. We present approximately 8 exhibitions per year including curated, juried and non-juried exhibitions and works by local, regional and national artists. And, our community of 50+ artists adds tremendous vitality and inspiration. For more information please visit www.thrumbrellaarts.org