

Summer Art Camp Instructor Job Description

This is a fun and structured arts/crafts day camp for children ages 5-12. Camp runs for 7 weeks in the summer from June 5 – July 28 (excluding the week of July 3 – 7). It is a week-to-week day camp, Monday – Friday. There is half-day camp (7:45am-12:15pm) or Full Day camp (7:45am-5:15pm). You do not have to and will not be scheduled to work every week; however you must be able to work Monday – Friday of any given week that you indicate as having availability. You will have one set class of children (max 12) all week and most likely have a helper.

Most children in the camp enjoy arts/crafts, but are not serious art students. We are seeking enthusiastic teachers with a love of working with children and an appreciation for the arts; however, you do not have to be an experienced art teacher, art major, or education major to qualify.

Job Responsibilities

- Plan and prepare age-appropriate art projects along the camp theme
- Lead classes of children in creating artwork
- Supervise children in the classroom, common areas and at recesses
- Monitor and guide children's behavior and treatment of others
- Lead children and helpers in clean-up of materials, classroom, common areas and outside areas
- Keep track of supply levels and report when more are needed
- Prepare, with the children, for the end of week parent "receptions and exhibits"

Job Skills and Qualifications

- Completed high school
- Experience working with children in some sort of supervisory role
- Interest in and appreciation for children and art/crafts
- Ability to work cooperatively with supervisors, staff, volunteer helpers and children
- Punctual, dependable, positive, and even tempered
- No criminal background or record – clean SLED report

Preferred

- Enrolled or will be enrolling in college coursework in one of the three areas: art, education or art education.
- Experience planning and teaching or guiding art/craft projects
- Some knowledge of art appreciation and art making
- Some experience with classroom management

Summer Art Camp Instructor Application 2023

Personal Information:

Name _____ Age _____

Address _____ City _____ State ____ Zip _____

Phone or Cell Number _____

Email Address _____

Email will be my main mode of contact with you. Please be sure it is accurate and you check it.

Emergency Contact Name _____

Emergency Contact Phone or Cell Number _____

May we text you? ____Y ____N

May we text your emergency contact? ____Y ____N

Adult T-shirt Size S M L XL 2XL

Is it okay to use your picture in any photo or posts by the Arts Center only? ____Y ____N

Do you have any allergies or medical conditions we need to be aware of? ____Y ____N

If so what? _____

Education:

High School _____ City and State _____

Graduate ____Y ____N

College _____ City & State _____

Graduate ____Y ____N Degree _____ Still In school ____Y ____N

Major _____ Minor _____

Other related experience _____

Employment Eligibility:

Are you a US citizen _____ Y _____ N If no are you allowed to work in the US? _____ Y _____ N

Have you worked for the Anderson Arts Center before? _____ Y _____ N If so when? _____

What was your job? _____

Have you ever been convicted of a felony? _____ Y _____ N

If yes please explain. _____

Availability:

Camp runs from June 5th - July 28th . There is **no camp the week of July 3rd - July 7th . The hours for camp are 8:00AM-5:00PM. Please indicate by circling the weeks you will be available to work as well as the times. If there are specific days you will not be available please indicate those dates.**

Also, keep in mind that full days are LONG and we need you energetic and in a good mood the whole time you are here. You will not be scheduled every week. If you are available full days but don't always want to work full days and can do mornings or afternoons indicate that. If several of you want to do this we may be able to work out scheduling you more half days than we would full days and sort of make it come out the same. Thank you.

June 5-9	AM 8:00-12:30	PM 12:30-5:00	Dates unavailable _____
June 12-16	AM 8:00-12:30	PM 12:30-5:00	Dates unavailable _____
June 19-23	AM 8:00-12:30	PM 12:30-5:00	Dates unavailable _____
June 26-30	AM 8:00-12:30	PM 12:30-5:00	Dates unavailable _____
July 10-14	AM 8:00-12:30	PM 12:30-5:00	Dates unavailable _____
July 17-21	AM 8:00-12:30	PM 12:30-5:00	Dates unavailable _____
July 24-28	AM 8:00-12:30	PM 12:30-5:00	Dates unavailable _____

I am available full days but don't always want to work full days and can do mornings or afternoons. _____

I would like to work as much as possible. _____ I only want to work aprox. _____ full Day weeks, _____ half day weeks.

Below please rate from 1-3 your preferred age group to work with, 1 being your first choice, 2 second and 3 third.

_____ 5-7 yr. olds _____ 7-9 yr. olds _____ 9-12 yr. olds

Signature _____

*You will be notified either by email or phone call regarding a time for a teacher meeting to be held prior to the first week of camp. Thank you – Tracy Weiss Anderson Arts Center 864-222-2787 or tracyw@andersonarts.org