



SUMMER ART CAMP COORDINATOR

Under the general direction of the Museum Art School Manager, the **Summer Art Camp Coordinator** is responsible for daily check-in/out of students, oversight of Summer Art Camp Counselors and teen volunteers, and periodic supervision of camp students. This position is designed as a seasonal 40 hour/week, 12-14 week appointment.

Hourly Wage: \$15.00/hr

Responsibilities:

- Conduct check-in and check-out of campers daily, distribute name tags, inform parents/campers of studio assignment.
- Assist SAC staff with training and providing studio assignments to counselors and teen volunteers.
- Oversee Camp Counselors (4) and teen volunteers.
- Assure Camp Instructors have the assistance they need.
- Assist Camp Instructors with snack and bathroom breaks as needed.
- Lead snack break games and activities.
- Maintain camp materials closet, notify MAS Registrar if supplies need to be replenished.
- Communicate regularly with staff regarding concerns, updates, challenges, including parent/camper feedback.
- Inform staff of injury or illness of campers.
- Demonstrate responsible behavior, including rules and safety, gallery behavior, clean-up chores.
- Submit all required paperwork on time, including teen volunteer evaluation forms, volunteer hour forms, and timesheets among others.
- Monitor no cell phone usage protocol during work day except breaks.

Functional Relationships:

Reports to the MAS Manager. **Works closely with** the MAS Registrar, MAS Manager, Director of Education and all Summer Art Camp faculty.

Qualifications:

- Must be at least 18 years old.
- Pass a Florida state Level II background screening.
- Good customer service skills; positive, helpful attitude for parents, children, staff.
- Experience as a camp counselor or camp volunteer.
- Group leadership skills.
- Ability to teach and lead various recreational activities.
- Enthusiasm, sense of humor, detail-oriented, patience and self-control.

If you or anyone you know is interested in this position, please email a resume and cover letter to VBMA Museum Art School Manager, Christina Barber, cbarber@vbmuseum.org.