



## **Summer Art Camp Counselors**

Cheltenham Center for the Arts' Summer Art Camp is specially designed for children aged 5-12 who enjoy the visual and performing arts. Our mission is to provide a rich set of opportunities to develop creativity. Each day, campers, grouped by age, participate in two to four classes including sculpture, drawing, painting, ceramic art and theater. Summer Art Camp's goal is to make art fun and to help our campers discover their creativity!

### **Skills and Experience:**

- Counselors must be college aged (18-22 years old)
- Prior experience working with children
- Interest in the arts is strongly preferred
- Great communication skills, especially when dealing with camp parents
- Ability to handle up to 15 children in any of the three age groups (Group 1: 5-6 year olds, Group 2: 7-9 year olds, Group 3: 10-12 year olds)
- Ability to maintain calmness in high-pressure situations
- Punctuality is very important. Counselors are the first point of contact for campers and parents each morning, and, as such, **should arrive promptly at 8:15 each morning.**
- Availability Monday-Friday 8:15am-3:45pm, with some availability to cover After Care until 6pm

### **Description of Duties:**

- Escorts current group to all classes and maintains order during class and class transitions
- Arrives promptly at 8:15am each morning to greet campers and parents as first point of contact
- Keeps a close eye on campers during free periods in the morning, during lunch, and during after care
- Assists teachers during class time as needed
- Prepares activities for campers during Wednesday open times as needed
- Instructs campers during Wednesday open times as needed
- Prepares weekly inventory of art supplies
- Prepares weekly inventory of snack supplies
- Coordinates schedule for weekly Pool Trip supplies
- Prepares mid-morning and after care snack for 5-6 year olds
- First point of contact for minor camper injuries and illnesses
- Executes any other tasks necessary to maintaining an active high quality program.

**To apply, email your resume to [info@cheltenhamarts.org](mailto:info@cheltenhamarts.org)**

**ATTN: Margaret Griffen**