



Harlem School of the Arts Employment Opportunity **Harlem Summer Arts Experience Assistant Camp Director**

Harlem School of the Arts seeks a passionate, experienced Assistant Camp Director to manage its annual arts summer camp at its Herb Alpert Center in Harlem. **The Harlem Summer Arts Experience Assistant Camp Director** reports to the Camp Director and is the major support for overseeing all areas of camp management. Responsibilities include support with curriculum planning and management, safety compliance and training, management of counselors, and ensuring a smooth-running camp. During the camp, the Assistant Camp Director is responsible for supporting the Camp Director in their oversight of all camp staff and activities.

Specific Duties:

- Understands and adheres to all camp policies, rules, and guidelines
- Assists Camp Director in hiring of camp staff
- Understands and oversees Camp Safety Plan including compliance with official COVID-19 Health and Safety guidelines
- Supports Camp Director in leading the Harlem Summer Arts Experience information sessions to promote registration to the public in advance of the camp
- Supports Camp Director in designing and delivering the Harlem Summer Arts Experience staff orientation and training week, June 28 - July 2, 2021
- Handles concerns of parents/guardians before and during camp
- Observes the peer culture to ensure a positive social climate is maintained and implements adaptive solutions as necessary
- Supports Camp Director in establishing and maintaining procedures for reporting and managing incidents related to health, behavior, and safety
- Schedules meetings with staff as needed
- Works closely, cooperatively, and amicably with all staff members
- Handles emergency situations in conjunction with Camp Director, Health Director, and Security
- Ensures that Safety Plan is in place before camp begins
- Ensures that staff has had proper medical evaluations and has received required CPR/first aid training as needed
- Supports Camp Director in managing all field trip, transportation, reservations, and planning

Qualifications:

- Bachelor's Degree, Master's Degree in education, arts and/or arts education or a related field or equivalent professional experience
- Must have 3-5 years of experience at a camp or youth development program
- Must have a demonstrated interest in the arts in a multicultural setting
- Experience working with elementary-aged children
- Experience with arts education program design and delivery
- Experience managing administrative aspects of arts education program
- Experience managing, training, and evaluating teaching artists and counselors
- Experience with camp health codes and permit regulations

- Able to work collaboratively with others
- Possesses good judgment, management, and organizational skills

Location:

Harlem School of the Arts is located at 645 St. Nicholas Avenue in Harlem. It is easily accessible via the A, C, B, and D subway trains. Teaching locations may be at Harlem School of the Arts or at other community and school locations in Upper Manhattan.

To Apply:

Please submit a resume and cover letter to HSA's HR Department at **employment@hsanyc.org**. Please indicate **Assistant Camp Director** in the subject line.