



# CATHEDRAL ARTS PROJECT

## Summer Camp Coordinator 2017

### Reporting Structure

Position reports to the Director of Programs.

### System of Compensation

Position is seasonal, full-time (exempt). Stipend commensurate with experience.

### Overview

The Cathedral Arts Project provides quality, standards-based instruction in four arts disciplines during the summer months, sustaining learning for students who receive school day and/or afterschool instruction and engaging new students who do not have access to school-based arts education during the academic year. This continued engagement in the arts is essential for students to retain knowledge gained during the school year and reinforce the critical thinking, communication and character-building skills necessary to achieve artistic, academic and personal success.

The Summer Camp Coordinator will work in coordination with CAP's Program Team and is responsible for the on-site coordination, operation and support of the summer camp. The Summer Camp Coordinator will ensure effective and cohesive operation on a day-to-day basis of the training, support and supervision of all teaching artists, interns and volunteers; camper wellness and the administering of medication and/or first aid; and administrative responsibilities where and when applicable.

### Essential Responsibilities

- Oversee the daily activities, general operations and programs to ensure a quality camp experience for all involved.
- Know, understand, train and execute all camp policies and emergency procedures.
- Supervise all camp staff, including teaching artists, interns and volunteers. Maintain high levels of staff morale and conduct by providing mentorship and support to staff and volunteers.
- Plan and run summer camp staff orientation with the Director of Programs and other Program Team members as needed.
- Consult with families, parents and guardians about the program, as well as student needs and concerns.
- Proactively identify and solve problems and areas of concern for staff, campers and parents in a timely manner. Report any major staff issues, incidents and program concerns to the Director of Programs.
- Coordinate with Cathedral staff, food service and other vendors with respect to camp requirements.

- Organize, manage and administer general first aid to all campers, staff and volunteers. Serve as point person in the event of an emergency medical situation.
- Order and inventory all supplies.
- Coordinate Family Fridays with Teaching Artists.
- Manage all administrative tasks necessary, including attendance, timesheets, reports, registration, etc. Remain visible and accessible to staff and campers.
- Other duties as assigned.

## Qualifications

- Bachelor's degree in education, art, music, theatre, dance, media arts, or related field, or at least two years of experience working in a related field.
- Experience implementing arts-based curriculum for children in a structured learning environment.
- Strong interpersonal and communication skills.
- Understanding of basic office computer programs such as Microsoft Word, Excel and Outlook.
- Ability to:
  - Work independently, exercise initiative and motivate others.
  - Work with people of a wide variety of ages and demographics; supervise peers of a similar age.
  - Observe and assess staff and camper behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Supervisory and management experience.
- Strong organizational skills.
- Enthusiasm, sense of humor, patience, self-control.
- Dual-language Spanish speaker preferred.

## Requirements

- Responsible for transportation to and from office and program site.
- Available via cell phone during work hours.
- Pass official Level 2 background check as outlined by Florida state law.
- Complete mandatory sexual misconduct and cultural diversity training.

## Performance Appraisals

The Summer Camp Coordinator will receive a performance appraisal at the end of contract.

## To Apply

Please submit a cover letter and resume to Director of Programs Kristin Livingston at [kristin@capkids.org](mailto:kristin@capkids.org).