



# READINGTON RECREATION

## JOB DESCRIPTION

- Position:** Summer Camp Site Art Supervisor
- Type:** Seasonal, part-time
- Wage:** \$10.50 to \$15.00 per hour
- Hours:** Monday through Friday, 8:00am to approx. 4:00pm, during camp season
- Location:** Whitehouse School, Holland Brook School
- Supervision:** This position reports to the Assistant Director of Recreation.

### POSITION SUMMARY

The Summer Camp Art Supervisor is responsible for the day-to-day administration and leadership of the summer camp art program. Each day, campers will complete different art projects. The Summer Camp Art Supervisor leads the art program area at camp; campers will come to art program in different groups by grade throughout the day. The counselors will assist the art supervisor.

### DUTIES & RESPONSIBILITIES

- Follows and enforces all guidelines set forth in the Readington Recreation Camp Manuals and Handbooks
- Manages art program area including describing the project, leading campers in creating the project, making samples, etc.
- Maintain inventory of art supplies; make recommendations when supplies need to be replenished
- Works closely with camp counselors in assistant children create daily art projects
- Attend any training sessions required by the Department
- Maintain a safe environment for counselors and campers
- Develop and maintain a good relationship with campers, parents, and counselors

## **QUALIFICATIONS**

- Minimum age: 18
- Excellent oral communication skills and interpersonal skills
- Experience leading art projects for children preferred
- Good work ethic and ability to work without close supervision
- Valid CPR/AED and First Aid Certification required
- Passing a background check will be required to be completed as a condition of hire

*The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.*