

Preble County Art Association Summer Camp Instructor Description

The PCAA offers multiple art camps focusing on children grades K-6. There is one PreK camp. The summer camp instructor will work directly with PCAA staff to develop projects that fit the themes and goals set by the PCAA. Instructors are responsible for teaching an age appropriate class that inspires student's creative processes and self-expression through learning the skills, genres and fundamentals of Art.

Responsible To: Education Manager and Executive Director

Desired Qualifications: Summer Camp experience preferred. Experience with Arts and Crafts/Ceramics programs required. High energy, enthusiastic, creative person with a great spirit of summer camp. Ability to accept guidance and supervision. Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control. Degree in Art or the pursuance of a degree is preferred but not required in sufficient experience is had.

Pre-Camp:

- The PCAA will provide a camp summary, syllabus template and any specified projects. The instructor will complete the syllabus and submit for approval 2 weeks before camp. The projects will be approved based on quality, time and budget.
- Complete a background check and any paperwork required.
- Depending on camper attendance, instructors will have 1 group of children for the 3 hour block or will have 2 groups of children that switch at the snack break. If there are 2 groups of children, a lesson plan will be repeated.

During Camp:

- Follow Camp Policies
- Be on time and ready to receive students as specified in policies
- Make sure attendance is taken and students are accounted for.
- Review allergy/special needs reports as given
- Provide additional information to students who need extra guidance or additional challenge
- Communicate any concerns or issues about anything directly to the Education Manager
- Be able to problem solve and adapt project to the needs of the students
- Provide students feedback throughout lessons
- Give direction to assistants and use their time accordingly
- Manage disruptive behavior and handle disciplinary problems as prescribed in policy
- Ensure safety of all students
- Communicate effectively with parents as needed
- Create a fun and inclusive atmosphere
- Promote teamwork and a positive work environment

Supplies and Studio Maintenance

- Keep supplies and cabinets clean and organized
- Make sure all supplies are clean, well maintained and ready for next instructor
- Ensure studios are as clean as you found them, enlisting students and classroom aids the cleanup process.
- Communicate supply, inventory or equipment needs to PCAA staff

Apply by sending a resume, cover letter and 5 images to caitlin@preblearts.org. The cover letter should include what camps you are interested in teaching and examples of projects you would present. Resumes will be reviewed beginning May 4th and positions will remain open until filled.