



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse
Job Posting**

Job Title: Arts Camp Instructor
FLSA: Non-exempt – Seasonal/Temporary
Work Schedule: Monday – Friday from 8:30am to 4:15pm
Dates: June 25 through August 17, 2018 (with some additional training prior) AND/OR
August 20 through August 31, 2018

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Arts Studio Director and the Arts Camp Director, the Arts Camp Instructor meets the needs of its members in the safest and most enjoyable atmosphere. The incumbent is a team player who demonstrates strong skills in class and lesson development; organization; interpersonal, verbal and written communication; and collaborative relationships. The Y-Arts Camp Instructor's responsibilities include lesson planning, material lists, discipline and attendance. Art lessons will teach the principles of art education in the given genre of the class, as well as promote the core character values of the YMCA of honesty, respect, responsibility and caring to build a healthy spirit, mind and body.

YMCA Arts Studio Quality Service Theme:

We inspire creativity and individual expression and enrich the community by exposing them to quality art instruction in a multitude of different media.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Plan, coordinate, organize and lead all daily art program activities.
- Assist the Camp Director in planning and implementing quality program curriculum and art lesson plans.
- Lesson plans must be prepared prior to the start of camp and allow that a child can take the entire 10 weeks of camp without repetition of projects and readily available for substitute staff. An art-based multidiscipline program is mandatory.
- Provide leadership to staff, ensure safe environment for all activities. This includes the sharing of duties and responsibilities as well as offering both positive and constructive feedback.
- Ensure staff is orientated on program standards, values and goals.
- Responsible for the direct supervision and organization of the assigned group including up to 2 staff, volunteers and as many as 24 children.
- Oversee supervision of children; maintain that children are supervised at all times and never left alone.
- Oversee positive reinforcement and behavior management of all children.
- Create an environment of interest, confidence and support, within which children can grow artistically, emotionally and socially.
- Establish positive relationships with parents, children and other staff members; be a positive role model.
- Attend required staff meetings and trainings, giving input on programming issues.
- Develop and maintain a friendly working relationship and act as a resource/support person for the other staff members.
- Meet with the Camp Director as needed to discuss camp matters.
- Assist the Camp Director in maintaining camp records including attendance, open/close checklists, parent communications, and other paperwork as assigned by the Camp Director.
- Ensure supplies are fully stocked and notify Camp Director of any shortages in a timely manner.
- Actively engage in all activities, games, sports, swimming, etc. in which the campers are participating.
- Act in a professional manner at all times by following and enforcing association and departmental policies, including the dress code and substitute policy.

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- Maintain a physically and mentally safe environment for all children, maintain housekeeping of site at all times.
- Maintain all day camp regulations as outlined by the New York State Department of Health.
- Actively pursue training and learning opportunities and certifications relating to the position; maintain current certifications required by the position.
- Follow all guidelines and procedures stated in the *Arts Studio Orientation Packet*.
- Other duties as assigned by Camp Director or Arts Studio Director.

Experience and Education:

- A college degree related to an art field.
- 2 years' experience working with children in a recreational, educational, or camp setting.
- Experience working with children in visual art, music and/or drama activities that promote creativity and individuality.

Qualifications:

- Excellent organizational and communication skills both verbal and written are essential to the success of this position.
- Possess and demonstrates ability to work within a team as well as work with minimum supervision.
- Brings to this position maturity, responsibility and a sincere interest in working with people of all ages.
- Possess and demonstrate excellent customer service, supervising, decision-making, problem solving team oriented, creative thinking and leadership skills.
- Possess knowledge of age appropriate activities and expectations of children ages 6 to 14.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess strong experience and skill in their given field of fine arts.
- Possess and demonstrates the ability to develop and implement meaningful and creative lesson plans appropriate for the age group it is intended.
- Possess a general knowledge and understanding of the YMCA, its goals, and its mission.
- Demonstrates the ability to observe confidentiality.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety training prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete YMCA Youth Protection and New Employee Orientation within the first 90-days of employment.
- Must be available to attend the mandatory training for the camp chosen.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The YMCA Arts Camp Instructor is committed to promote an enjoyable environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Provides a safe and friendly experience for participants and coworkers
2. The staff member provides age-appropriate activities resulting in satisfied participants and parents
3. Supports a positive YMCA and Arts Camp image strengthening community

Physical Demands:

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop, crouch, kneel and climb a minimum of two flights of stairs (approximately every ½ hour),. Ability to lift and/or carry and move up to 30 pounds (occasionally this could be more). Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Work is normally preformed in a typical studio environment. At time the employee may be required to travel and be exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

Americans with Disabilities Specifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Interested candidates should respond to Daniela Mosko, Arts Studio Director at (315) 637-2025, ext. 216 or email their application to dmosko@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than March 30, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.