

## **JOB DESCRIPTION**



<b>Title:</b>	Part-time Summer Camp Coordinator
<b>Reports To:</b>	Program Director
<b>Work Location:</b>	Junior Center of Art and Science
<b>Hours:</b>	up to 20 hours a week (Monday - Friday, 12pm -4pm) Mid-May to Late-August
<b>Rate of pay:</b>	\$16.00/hour

### **Overview**

The Junior Center's mission is to cultivate curiosity and creative exploration through the arts and sciences. Located in the heart of Oakland on the shores of Lake Merritt, we aim to serve all youth and their families throughout Oakland and beyond. We value the necessity of equity and representation in the fields of art and science. We strive to invest in the future of these fields by providing equitable access to our programs.

Located in the heart of Oakland on the shores of Lake Merritt, the Center is dedicated to delivering hands-on, engaging programs to the communities of Oakland and the greater East Bay Area. We do so through our interactive learning spaces and through exploratory programs including exhibitions, workshops, and classes both on-site and off-site.

### **Job Summary and Description**

Each summer The Junior Center hosts 1 - 2 week arts and science camps for campers ages 5 - 14 years old. Camp takes place Monday - Friday from 9am - 4pm each day. The Summer Camp Coordinator works directly with the Program Director and Executive Director to provide program support as related to Summer Camp including audience development, daily operations, and other program coordination.

#### Program Coordination and Camp Operations

Provide general administrative support to the Program Director and Executive Director including:

- Overseeing Camp activities and managing daily camp operations including but not limited to:
  - Family sign-in and sign-out procedures
  - Managing individual camper information
  - Closing up center after camp each day
  - Managing camp rosters
  - Managing family communication pre/post-camp activities
  - Managing incident reports and communication with families
- Participate in camp activities programs and meetings including staff meetings
- Assist in general maintenance and upkeep of camp facilities and equipment
- Enforce safety and educational procedures with campers and volunteers
- Preparing reports, making copies, ordering and keeping inventory of camp supplies, organizing and maintaining camp databases.
- With support from the Program Director, manage and coordinate camp volunteers.
- Serve as primary point person to campers and their families during the camp day.
- Provide supervision of campers during free play and lunch times.
- Fulfill the role of Team Leader by being a resource for staff who need support with conflict resolution, behavior management, or ideas for games and activities - as assigned

## Reception

- Serve as primary point person and general support for visitors, students and their families
- Answer and direct phone calls in a courteous and professional manner
- Take messages as necessary and direct to the appropriate people as needed
- Respond to questions/requests for information and provide appropriate information as necessary

This position is an opportunity for a goal oriented, self-motivated individual to work in a team setting. The ideal candidate will have experience working in a customer care focused office environment where multi-tasking and prioritizing are required. This ideal candidate must be:

- Detail oriented and able to follow directions precisely.
- Able to perform basic IT tasks.
- Able to carry up to 40 lbs. up a flight of stairs, able to climb a ladder, able to perform physical work multiple days in a row.
- Have availability Tuesday through Saturday or Wednesday through Sunday.
- Reliable, flexible, and adaptable

This position works closely in conjunction with other staff, the Executive Director, and community, and must be able to pay attention to detail, create good working relationships, and have strong time management skills to complete goals and objectives. This position reports directly to the Program Director.

## Skills and Qualifications:

- Must be at least 18 years of age.
- 3+ years' experience working in a community center environment
- Proficient with Microsoft Office and Google Suite
- Proven ability to work collaboratively with others
- Excellent communication and time management skills
- Able to communicate clearly and efficiently with a variety of audiences
- Must pass a post-employment criminal background check

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties that someone in this position may perform. All employees of JCAS are expected to perform tasks as assigned by JCAS's supervisory/management personnel, regardless of job title or routine job duties.

The Junior Center of Art and Science (JCAS) is an independent, non-profit organization which has been providing educational programs to children and teens for over 60 years. JCAS serves over 25,000 children annually through school outreach programs, after school and summer courses, and a variety of drop-in art and science activities for children and their families.

Multilingual, people of color, and LGBTQIA encouraged to apply.

To learn more, visit the Center's web site at [www.juniorcenter.org](http://www.juniorcenter.org)

The Junior Center is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.