

JOB DESCRIPTION
PERFORMING ARTS SUPERVISOR

Desired Qualifications or Experience: Minimum of college junior with documented experience in instructing performing arts activities with children.

Essential functions: Able to organize equipment and performing arts activities; able to supervise other staff; able to supervise children in small and large groups; able to interact appropriately with children, using positive behavior management techniques; able to work long hours in warm weather with consistently positive attitude; enthusiasm, sense of humor, patience, and self-control.

Accountable to: Program Director or Program Co-ordinator

The Fine Arts Supervisor will assume the following responsibilities:

1. Each day, Monday through Friday, to coordinate all performing arts classes, supervising instructors and helping them to organize their classes and clean up following each class. Be responsible for appropriateness of all skits, shows etc.
2. To assume responsibility for supervision of all staff using fine arts areas, equipment and facilities at times other than regular activity periods.
3. To prepare a training program for fine arts instructors for the staff orientation period, coordinating with the Camp Director and Program Director or Co-ordinator.
4. To oversee fine arts activities, such as evening events and cabin time games, scheduled outside of regular class times.
5. To maintain safety standards for all staff and campers, and to act appropriately and promptly in urgent or emergency situations.
7. To assume responsibility for keeping the fine arts areas, facilities and grounds safe and neat.
8. To work with the other program staff to schedule campers into activities each week.
9. To lead and oversee varying evening activities throughout each week.
10. To drive airport transportation to Richmond, Charlottesville, or Washington on weekends, as requested.
11. To assist in any other responsibilities necessary for the smooth functioning of the camp.

I have read these responsibilities and agree to fulfill them to the best of my ability.

Employee

Date