Overview: Summer Art Camp Director

The A2AC has two different types of Art Camp programming, Creativity and Clay Camp. Creativity Camp serves children ages 5-12 years old. Each day, campers work on 2-D and 3-D art projects using a variety of mediums and techniques. Clay Camp serves children ages 9-12 and students throw on the wheel each morning and learn handbuilding techniques in the afternoon. Learn more about the A2AC Art Camps program here: https://www.ann ArborArtcenter.org/a2ac-art-camps/

The Summer Camp Director will work with camp staff to provide a positive, organized, welcoming, safe and enriching experience for all campers.

The Summer Art Camp Director must be available to work 8:00am-5:00pm, Monday thru Friday from May 23 - August 26. There is a limited amount of flexibility to shift the schedule slightly to best meet the needs of the position.

Summer Art Camp Director Duties

- Responsible for all day-to-day operations of the Art Camp program- including both Creativity Camp and Clay Camp
- Provides a safe, positive, creative environment for both campers and staff to thrive in
- Supervise Assistant Instructors, Lead Instructors, and Assistant Directors
- Schedule staff on a weekly basis
- Support and coach all camp staff while ensuring all policies and procedures are adhered to
- Review lesson plans, purchase materials, and ensure camp expenses stay within budget
- Lead field trips and facilitate guest artists
- Review staff timesheets and submit them for bi-weekly payroll
- Lead camper drop-off and pick-up
- Supervise lunch times and use of the play yard
- Ensure studios are prepared and set-up for camp days
- Ensure studios are tidied and prepared for evening classes at the end of the day
• Communicate with camp families in regards to medical forms, important camp week information, and camper concerns
• Ensure that studio areas and supplies are tidy and organized
• Review instructor lesson plans, Inventory materials, and purchase supplies as needed
• Work with the Assistant Directors to create weekly camper paperwork, review med forms, and update instructor binders
• Inventory and update trip bag materials regularly
• Ensure staff and students are in compliance with all Covid-19-related policies and mitigation measures
• Duties may include walking up and down stairs, standing, bending or leaning over, lifting up to 50 pounds, and working on one’s feet most of the day.
• Includes other duties related to day camp operations, as needed

**Required Skills & Experience**
• Positive, enthusiastic, works well as part of a team
• Prior experience working with youth ages 5-12
• Prior experience supervising youth programs
• Organized and meticulous attention to detail
• Impeccable punctuality and attendance
• Good judgment and decision-making skills
• Must have a background in art, collegiate experience is preferred
• Ability to calmly and logically manage any situation that may arise
• Must be 18 years or older to apply
• Proficient knowledge of Google docs and Google sheets
• Expertise in all things fun and creative!

**Preferred Skills & Experience**
• Familiarity with state day camp or day care standards
• Prior experience managing a budget

To apply, please complete the online application form:
https://form.jotform.com/220964380927160