

## Montalvo Employment Opportunity

Job Title: Summer Camp Lead – June – August 11 (hourly / non-exempt)

Montalvo Arts Center is seeking an energetic leader to support our summer arts education camps. Camp Leads perform a variety of tasks from administration to hands-on implementation and are the main point of contact for instructors, staff, and volunteers, campers and their families. Camp Leads help create an environment that emphasizes fun and learning in a uniquely natural and creative environment. Candidates must be positive, self-motivated, energetic and have the ability to engage with children independently while managing large groups.

The role will be part-time leading up to camp and then full-time during the camp season – Monday through Friday. This is a seasonal/temporary role.

**Responsibilities include, but are not limited to:**

- Assist in organizing and implementing visual and performing arts camps.
- Supervision of camp program participants, ages 6-14 years.
- Preparation of camp materials, and maintaining registration records/materials.
- Assist Camp Instructors with facilitating class lessons and activities and be able to take direction from a variety of instructors.
- Plan & implement recreational activities during rest and lunch periods, including outdoor games and activities.
- Supervision of youth camp volunteers. Plan and lead team-building activities and be a team player.
- Work and communicate directly with parents in a supportive nature.

**Education, Skills and Experience:**

- Current study or degree in Education or related field, with experience working with children ranging 6-14 years of age. Candidates with an unrelated degree must have a minimum of 2 years' experience working with children in an educational setting.
- Knowledge and experience in visual and performing arts is highly recommended but not required.
- Excellent written and verbal communication skills. Attentive to detail and accurate.
- Passion for the arts and working with youth of varying ages.
- Ability to work as part of a team, under direct or indirect supervision.
- Bilingual Spanish or Mandarin preferred but not required.
- CPR/First Aid certification is required – employer paid.

**Working Conditions & Physical Tasks:**

- Most job functions are performed in a studio setting and outdoors and require walking over hilly and uneven terrain.
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl.
- The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- Must have a valid driver's license and access to own vehicle and clean DMV record.
- Background check is required and DOJ LiveScan fingerprint clearance is required.

**Compensation:** \$20.00 - \$21.00 p/hr

To apply, submit your resume to Human Resources via email at [hr@montalvoarts.org](mailto:hr@montalvoarts.org). No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at [montalvoarts.org](http://montalvoarts.org).

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.

Montalvo Arts Center requires that all employees be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you are fully vaccinated from COVID-19, subject to reasonable accommodations for medical or religious reasons, and/or as otherwise required by applicable law.

