

## Montalvo Employment Opportunity

At Montalvo Arts Center, we strive to continually develop a welcoming environment where all people have a sense of belonging and find enrichment through the arts. We seek to build bridges locally and globally. We invite you to join us.

Montalvo Arts Center is seeking an energetic leader for our dynamic summer arts education camps - May 29 – Aug 4, 2025. Summer Camp Leads support our camp programs with a variety of tasks, from administration to hands-on implementation. Under the direction of the Director and the Arts Education Programs Manager, Camp Leads are important points of contact for instructors, staff, volunteers, campers, and their families. Camp Leads help create an environment that emphasizes fun and learning in a unique natural and creative environment. Candidates must be positive, self-motivated, energetic, and have the ability to engage with children independently while managing large groups.

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

- Assist in organizing and implementing visual and performing arts camps.
- Supervise camp program participants, ages 6-14 years.
- Prepare, maintain, and clean-up camp materials and workspaces.
- Organize and maintain registration records and materials.
- Assist multiple Camp Instructors with facilitating lessons and activities, adapting to each camp's format.
- Plan & implement recreational activities during rest and lunch periods, including outdoor hikes, games, and activities.
- Supervise youth teen camp volunteers. Plan and lead team-building activities and be a team player.
- Follow Montalvo protocols and attend trainings for camp processes and procedures, including health and safety protocols, emergency plans, and positive discipline strategies.
- Communicate, cooperate, and coordinate with department Director and Program Manager.
- Additional logistical and organizational tasks as needed.

### **Required Skills & Experience:**

- Current study or degree in Education, Recreation, 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 accuracy.
- Passion for the arts and working with youth of varying ages.
- Ability to work as part of a team, under direct or indirect supervision.
- Position expected to begin in late May on a part-time basis with full-time work during camp.

### **Working Conditions & Physical Tasks:**

Most job functions are performed in studio setting and outdoors. While performing the duties of this job, the employee is regularly required to talk and hear; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; sit; stoop; kneel; crouch; crawl; 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.

Valid driver's license (3 years required). Background check and DOJ LiveScan fingerprint clearance required, CPR/First Aid certification required — fees will be paid by Montalvo Arts Center.

**Compensation:** \$23.00 p/hr. This seasonal position is not eligible for employee benefits.

**Note:** Candidates must be available for the entire camp period – May 29 – Aug 4, 2025 (excluding June 30-July 4 when camp is closed).

To apply, please submit a cover letter summarizing your skills and experience related to the position and your resume to: [hr@montalvoarts.org](mailto:hr@montalvoarts.org). **Please do not call about this position.** 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 [www.montalvoarts.org](http://www.montalvoarts.org). Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.