

ART STUDENTS LEAGUE OF DENVER

JOB DESCRIPTION

Summer Camp and Teen Studio Program Assistants Temporary Limited Duration Employee, Part-Time

Art Students League of Denver is hiring part-time Assistants for our Summer Camps and Teen Studio program.

SUMMARY

ASLD's Summer Art Camps and Teen Studios include drawing, painting, printmaking, ceramics, sculpture and more. Assistants must have art experience as well as experience working with youth. Knowledge of a broad range of visual art media is a plus.

Under the general supervision of the Program Coordinator and Faculty, assistants and lead assistants are Limited Duration Employees, hired to work until August 10, 2018. Assistants are non-exempt, and paid hourly.

REQUIRED AVAILABILITY

Assistants must be available from May 18 - August 10, 2018.

New assistants are required to attend a paid orientation meeting on:

- **Friday, May 18 from 5:30pm – 7:30pm**

All assistants must attend a paid training professional development seminar on:

- **Saturday, May 19 from 10am – 4pm**

Assistants must be available for a paid orientation prior to the beginning of summer camps, which run June 5 -August 11, 2017. Shifts are generally between 3.25 hours to 5 hours per day Monday-Friday, anytime from 7:30am-5:15pm. Schedules will be set at least 2 weeks in advance. In addition to the above, lead assistants must be available as early as May to assist with supplies and studio set up.

Summer Camp Assistant Duties and Responsibilities

Assist instructors with all aspects of Summer KidART Camps and TEEN Studios and to engage and help students.

- Assist with projects and studio management
- Provide individual guidance to students
- Distribute and maintain class supplies
- Help clean up supplies and studios and supply cabinets
- Communicate issues/concerns to the Program Director or Program Coordinator
- Set up / take down all studio tables and chairs
- Supervise children ages 6-13 during lunch and/or before or after camp
- Promote teamwork and a positive work environment
- Follow Camp Handbook guidelines

Pay Rate: Starts at \$10.50/hour

Lead Assistant and Supply Coordinator

Assist Instructors with all aspects of Summer Art Camp, and to engage and help students and other assistants. Assist in ordering and organizing all supplies prior to camp.

- Assisting instructors with projects and studio management
- Provide individual guidance to students
- Distribute and maintain class supplies
- Help clean up supplies and studios
- Communicate issues/concerns with the Program Director or Program Coordinator
- Maintain and upkeep supply cabinets
- Set up / take down all studio tables and chairs
- Supervise children ages 6-13 during lunch and/or before or after camp
- Promote teamwork and a positive work environment
- Follow Camp Handbook guidelines
- Communicate necessary information to Assistants on your shift
- Direct parents on first day of camp
- Distribute "End of Camp" Checklist and check that all studios are in order
- Update the Program Director about general camp activity
- Track supplies and notify the Program Coordinator for reordering
- Assist the Program Coordinator with supplies and studio set up in May (mostly Sundays)

Pay rate: Starts at \$11.50/hour

Please send **resume and completed application** to the Programming Dept. at r.whatley@asld.org with an email introduction. Please indicate if you are interested in the Lead Assistant position and if you are available to begin in May for early camp preparations. We will contact qualified applicants for an interview. Thank you for your interest in applying with ASLD!