

# ART STUDENTS LEAGUE OF DENVER

## JOB DESCRIPTION

### Summer Camp and Teen Studio Program Lead Assistant Temporary Limited Duration Employee, Part-Time

Art Students League of Denver is hiring a part-time Lead Assistant for our Summer Camps and Teen Studios.

#### 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 11, 2023. The lead assistant is non-exempt, and paid hourly.

#### REQUIRED AVAILABILITY:

**The lead assistant must be available from May 15 - August 11, 2023.**

In addition, new assistants are required to attend a paid orientation meeting AND a paid professional development seminar in May and complete an online compliance training. Dates TBD.

Shifts are generally between 4.75 to 6.25 hours per day Monday-Friday, anytime from 7:45 am – 5:00 pm. Schedules will be set at least 2 weeks in advance.

#### SUMMER CAMP LEAD ASSISTANT DUTIES AND RESPONSIBILITIES:

Assist Program Coordinator and instructors with all aspects of Summer KidART Camps and Teen Studios, support other assistants, and engage with students.

- Assist with projects and studio management
- Provide individual guidance to students
- Distribute and maintain class supplies
- Help clean up supplies, 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
- Promote teamwork and a positive work environment
- Follow Camp Handbook guidelines
- Assist programs team with organizing camp supplies in May
- Act as point person for other assistants
- Ensure supply cabinets are stocked and organized and instructors have what they need

#### COMPENSATION:

- The rate of pay for this position is \$17.79/hour
- ASLD's full-time and part-time employees are eligible to take courses or workshops at ASLD at no cost as a benefit of employment while actively employed, after a break-even number of students is reached. Priority is given to paying students. Employees are required to pay for any studio/material fees. Membership is not required for employees to take courses.

Please send **resume and cover letter** to [h.morrison@asld.org](mailto:h.morrison@asld.org). Please indicate if you are available to begin in May for early camp preparations. Application will be open until filled and we will contact qualified applicants for an interview. Thank you for your interest in applying with ASLD!

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## **ORGANIZATIONAL COMMITMENT**

*ASLD is an equal opportunity employer that values workplace diversity and strives to be an inclusive organization. We are committed to building a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*