



Job title	Assistant
Reports to	Village Manager or Artisan Manager
Schedule	<p>Full-time, hourly, up to 40 hrs./week, Monday-Friday, mid June – early August, temporary, seasonal, non-befitted</p> <p>May be eligible for paid internship just ask your school advisor</p>

ORGANIZATIONAL OVERVIEW:

Willowbrook is an outdoor, six-week summer day camp which offers a rich environment of integrated arts and nature. It provides opportunities for children to develop their creative potential through experiences in the arts and environmental studies in an atmosphere that mentors and nurtures the whole child, promotes a spirit of peaceful collaboration, and encourages individual exploration and expression. For more information, visit www.willowbrookartscamp.org

Willowbrook Assistant

Willowbrook Arts Camp is seeking Assistants to support Area Specialists and Area Leads in leading children, of various ages, in hand-on arts or nature programs in a mostly unscheduled, child-directed camp environment. Assistants have knowledge and skills in the focus area and are comfortable guiding children through projects and activities designed to nurture creative skills and foster a sense of discovery. Additional responsibilities include: completing area prep and replenishing supplies; helping to mentor High School Apprentices; taking on additional camp duties.

ESSENTIAL JOB DUTIES & FUNCTIONS:

- Assist Area Specialists or Area Leads in the coordination and oversight of any and all areas to which they are assigned
- Help with set up, oversight, and break down of area and supplies; keep tent and surrounding area clean and tidy
- Engage and guide campers in activities designed to nurture creativity, build skills and encourage a sense of discovery
- Provide direction to campers on projects with minimal supervision of the Specialist or Area Lead.
- Supervise campers during lunch or other breaks for the Area Lead or Specialist.

- Assist Area Leads or Specialists during behavioral issues and emergencies.
- Ensure a safe and welcoming camp environment; foster a positive and inclusive community that encourages cooperation and values diversity and self-expression
- Provide positive guidance as needed to High School Apprentices; promote a sense of community and inclusion
- Actively participate in keeping the Willowbrook's campgrounds clean and tidy on a daily basis
- Punctual and timely for all scheduled shifts
- Work either am or pm essential duties; Opening, closing, traffic crew (AM and PM), driver verification (PM), Welcomer (AM and PM), Parker/Traffic Direction (AM and PM), Scooter, Runner Lead (PM), Runner (PM), Camper Chaperone (AM), Door Opener (AM). Staff will be asked for preferred areas and requests will be considered but staff may be assigned to other essential duties to assure there are enough staff for each role.

REQUIRED EXPERIENCE | QUALIFICATIONS | ABILITIES:

- Must have completed high school and be 16 years of age by camp start date.
- Pursuing a degree or practicing in an associated art, environmental, or teaching field preferred
- Use self-initiative, problem solving abilities, and enthusiasm in ways that best support the overall cohesiveness of camp
- Have experience caring for children and some knowledge in one or more artistic areas of interest via their school or through other activities.
- Comfortable working with a team in an unstructured and sometimes chaotic outdoor environment
- Able to work full-time, Monday-Friday (approximately 7-8 hrs/day), for training days (June 21 - 23, set up day, June 24, the entire six-week camp program (June 26 – August 4), and Tear down day August 6. A couple weekend days and some evenings may be required by area specialty - *a part-time schedule may be granted in special cases*; include any date conflicts in application
- Able to attend required trainings/orientation and mandatory set up and tear down days
- Able to successfully pass a background check

WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS:

- During camp, work is performed outdoors at Brown's Ferry Park, Tualatin, OR, rain or shine; art areas are covered
- Able to be on your feet for long periods of time while at camp; combination of sitting/standing/walking/kneeling/bending/crouching
- Able to lift and carry objects of light - moderate weight

HOURLY RATE:

- \$16.00 per hour with a bonus of up to \$240 available for completion of contract agreements.
- This position is temporary, seasonal, and non-benefited
- Internship opportunity

Willowbrook Camp is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age,

sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.