



Willowbrook Arts Camp

Job title	Area Specialist
Reports to	Program Director or Village Manager
Schedule	Full-time, hourly, up to 40 hrs./week, Monday-Friday, mid June – early August, temporary, seasonal, non-benefitted

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 Area Specialist

Willowbrook Arts Camp is seeking Specialists to plan and lead six weeks of hands-on arts or nature activities designed to help children, of various ages, develop their creative potential in a mostly unscheduled, child-directed camp environment. They are experts in their discipline and have experience leading children through projects and activities designed to teach creative skills and foster a sense of discovery. Additional responsibilities include: directing and mentoring area staff; oversight of area and supplies; planning and coordinating with the Program Director, Village Manager, Specialists and Area Leads as needed.

ESSENTIAL JOB DUTIES & FUNCTIONS:

- Plan six weeks of age appropriate projects and activities in area of focus; communicate daily/weekly offerings; coordinate with area staff and prep ahead for upcoming days
- Set up, manage, and break down area; plan and manage area 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
- Ensure a safe and welcoming camp environment; promote a positive and inclusive community that encourages cooperation and values diversity and self-expression
- Manage and evaluate area staff; mentor and direct College Assistants, Senior High School Assistants and High School Apprentices in any associated skills and teaching methods; provide positive, constructive guidance and feedback
- Manage behavioral issues and emergencies as they arise within the area, with the help of the Willowbrook Community Support Specialist, Village Manager and Program Director
- Actively participate in keeping the Willowbrook's campgrounds clean and tidy on a daily basis

REQUIRED EXPERIENCE | QUALIFICATIONS | ABILITIES:

- Must be a college graduate and/or have three+ years of relevant professional experience
- Suitable experience in the teaching field and/or an artist or professional with a background in teaching arts or environmental sciences to children
- At least three years experience working with children
- Experience supervising direct reports; experience working with high school and college students preferred, but not required
- Comfortable leading in an unstructured and sometimes chaotic outdoor environment
- Able to work full-time, Monday-Friday (approximately 7-8 hrs/day) for the entire six-week camp program (June 27 – August 5), a couple weekend days, and some evenings if required by area specialty - *a part-time schedule may be granted in special cases*; include any date conflicts in application
- Punctual and timely for all scheduled shifts
- 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/kneeling/bending/crouching
- Able to lift and carry objects of moderate weight

HOURLY RATE:

- \$18 per hour
- This position is temporary, seasonal, and non-benefited

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.