



WILLOWBROOK ARTS CAMP

JOB TITLE: Village Manager

HOURS: 10 hours per week April 1 - June 1
40 hours per week June 1 - August 31

DATE POSTED: January 12, 2022

REPORTS TO: Program Director

ORGANIZATION OVERVIEW

Willowbrook Arts Camp is seeking an experienced Assistant Director to direct the Village area (ages 5-7 years old) in its award-winning summer camp held at Browns Ferry Park in Tualatin, Oregon. Willowbrook 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 nature 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

POSITION SUMMARY

The Village Manager oversees the planning and operation of the Village area focused on 5-7 year olds during Willowbrook's summer camp. This person is responsible for planning and communicating with Village staff, and other contributors to all programming with an emphasis on interest driven opportunities. This position is a seasonal position, working approximately 10 hours per week in April and May and 40 hours June through August. It is currently remote but will be located in Tualatin, Oregon June- September.

For summer 2022 this individual will be a part of leading efforts for COVID mitigation as required by OHA.

PRIMARY RESPONSIBILITIES

- Direct supervision of all Village Specialists, Area leads, Assistants and High School Apprentices
- Assist in the hiring and training of all Village Specialists, Area Leads, and High School Apprentices.
- Engage in the planning and managing the implementation of all Village program areas.
- Manage weekly high school assistant meetings for the Village.
- Act as the communication hub for the Village.
- Be available for addressing any problems that arise.
- Assure all staff are kept up to date on events and changes.
- Support campers who need additional assistance.
- Identify substitute staff if staff are ill or on vacation, act as substitute when no other staff are available.
- Communicate with staff who are ill or who are requesting leave time.
- Assure all campers are dropped off and picked up safely or in before or aftercare.
- Plan for special events.
- Communicate with parents as needed.
- Work directly with campers who are demonstrating challenging behaviors.
- Provide on-site follow up with parents of campers who have experienced challenging behaviors.
- Provide a welcoming and inclusive environment and experience.
- Create positive relationships for campers, families, staff, volunteers and our community.
- Work collaboratively with the City of Tualatin and other community partners.
- Help to develop and adhere to the annual budget.
- Identify opportunities to utilize and engage volunteers.
- Perform other duties as assigned by the Program Director.

Special Duties for 2022

Work with IED and PD to plan and implement COVID 19 mitigation practices

Assure all staff are trained and stay aware of all COVID 19 mitigation processes

Required Skills and Experience

Bachelor's degree is required, or equitable combination of education and experience

Three years experience working in a camp setting

Three years experience working with children

Adaptive leadership skills and ability to problem solve

Strong organizational skills

Entrepreneurial, creative and innovative

Ability to manage projects and balance multiple priorities while maintaining a positive outlook and working effectively in a collaborative environment

Strong active listening skills and ability to negotiate positive outcomes

Ability to work independently and collaboratively as a team

Must be physically able to work outside all day and lift and move up to 50 lbs.

Ability to work a flexible schedule, including some evenings, early mornings and occasional weekends

Must have or be able to obtain CPR/first aid training

Must be able to successfully pass a background check

Microsoft Office, Google Suite and Customer Relationship Management (CRM)

Preferred skills

Direct knowledge of Willowbrook culture and philosophies strongly preferred

Expertise in child development and positive behavior management

Proven ability to create interest driven arts programs for youth

Experience with art and nature education strongly preferred

Spanish speaking ability is strongly desired.

Experience hiring and supervising large numbers of seasonal or temporary staff

Aware of OSHA laws and behavioral camper management regulations

Experience implementing COVID mitigation efforts for 5-7-year-old youth

SALARY

19.00 - 20.00 per hour, based on experience.

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.

HOW TO APPLY:

Please submit a resume and cover letter to shawna@willowbrookartscamp.org. Resumes received by February 15 will have top priority, others will be considered until the position is filled.