



**JOB TITLE:** Program Assistant (administrative support for art education)

**REPORTS TO:** Program Director

**SCHEDULE:** 10 hours per week with additional hours during holidays and Tigard-Tualatin School District (TTSD) school closure days

**ORGANIZATIONAL OVERVIEW:**

Willowbrook provides opportunities for young people 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. We offer child-driven experiences in visual, performing, literary, and textile arts. For more information, visit [www.willowbrookartscamp.org](http://www.willowbrookartscamp.org)

**JOB DESCRIPTION:**

Think Art Administrator with opportunities for inspired Art Instructor! Willowbrook All Year (WAY) is seeking a part time Program Assistant who is able to assist the Program Director with expanding year around art programming with the Willowbrook Arts Camp zest. The Program Assistant will help with the administrative duties of organizing, coordinating, and tracking WAY programming details. They must have skills in arts disciplines and have experience implementing creative programming. They will be qualified to help Instructors who develop Willowbrook spirited, youth led curriculum that is designed to nurture creative skills and foster a sense of discovery. The Assistant must be available to substitute in after school art camps and to lead day-off camps intermittently.

**ESSENTIAL JOB DUTIES & FUNCTIONS:**

**Part Time Administrative support (10 hours a week)**

- Aide in coordinating locations, tracking registration, and communicating with staff regarding day off camps and after school programs
- Support the Program Director to communicate with day-off camper families, including: sending pre-camp information letters and post camp surveys. Be available to promptly answer questions that come up
- Aide in securing supplies for programs for WAY and summer camp
- Deliver supplies to and from day off camp or after school programs
- Assist all staff with data entry, ordering, and other administrative tasks
- Assist with staff handbook updates, production, and distribution
- Assist with scheduling interviews for WAY staff and summer camp
- Ensure a safe and welcoming environment; promote a positive and inclusive community that encourages cooperation and values diversity and self-expression.

**Art Instruction (additional hours)**

- Be available on some holidays and school closure days to assist and support day off camps
- Substitute for absent Art Instructors occasionally (after school art camps and day off camps)

**GENERAL:**

- Work collaboratively to maintain a harmonious environment
- Communicate in a professional, constructive, and respectful manner
- Demonstrate ability to multitask and work independently
- Contribute to community and City of Tualatin relationship building and networking

- Contribute to short and long-term organizational planning and strategy
- Perform other duties and tasks as assigned
- Maintain confidential information always

**QUALIFICATIONS:**

- 1 year of college education and/or equivalent of 2 years' experience in arts education and administration.
- 1 year experience in an educational setting
- Bilingual Spanish and English speaking *strongly preferred*
- Knowledge of one or more art disciplines and mediums
- Detail-oriented and excellent problem-solving abilities
- Excellent communication skills, both verbal and written
- Ability to self-manage time
- Commitment to youth education and Willowbrook's mission
- Demonstrated commitment to high professional ethical standards and a diverse workplace
- Excellent interpersonal skills; open to direction, collaborative work style and commitment to get the job done in a timely manner
- Ability to work additional hours during school closure days, including holidays
- Flexibility with handling multiple and varied tasks
- Knowledge of Microsoft Office (Word, Excel, etc.) and CampSite management software
- Willingness to learn from other staff members
- A clean driving record and ability to pass a background check
- The ability to lift 50 lbs and work outdoors in all weather conditions

**COMPENSATION:**

Hourly pay: \$22 per hour

Job Type: Part-time

**SCHEDULE:**

- Flexible schedule
- TTSD non-school days
- Occasional weekdays after school
- No weekends
- On call

**LICENSE/CERTIFICATION:**

- First Aid Certification (Required by first day of work)
- CPR Certification (Required by first day of work)

**HOW TO APPLY:**

Please submit a **resume & cover letter** to [mari@willowbrookartscamp.org](mailto:mari@willowbrookartscamp.org) explaining your qualifications and why you are interested in the position. Please put "Program Assistant" in the subject line.

*Willowbrook Arts 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*