



JOB TITLE: Program Assistant (Art education and administrative support)

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 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. We offer child-driven experiences in visual, performing, literary and textile arts, and nature. For more information, visit www.willowbrookartscamp.org

JOB DESCRIPTION:

Willowbrook Arts Camp is seeking a part time Program Assistant who can lead classes or substitute for After School Art Instructors, lead day off camps and provide general administrative support to year-round staff. This individual will assist in planning and leading hands-on arts or nature activities designed to help children of various ages, develop their creative potential in a child-directed environment as part of our expanding Willowbrook All Year (WAY) program. The program assistant must be skilled in arts disciplines and have experience leading young people through projects and activities designed to nurture creative skills and foster a sense of discovery. In addition, they must be able to organize, plan, and track WAY programming details to assist in the coordination of further year round programming.

ESSENTIAL JOB DUTIES & FUNCTIONS:

- Assist all staff with data entry, ordering, and administrative tasks
- Be available on holidays and school closure days to assist with day off camps
- Able to plan and implement 8-12 weeks of age appropriate creative projects and activities in an area of focus that fits within the Willowbrook mission at select TTSD schools, and/or be able to substitute for other teachers as needed
- Engage with and guide children in activities designed to nurture creativity, build art skills, and encourage a sense of discovery
- Assist with staff handbook updates, production, and distribution
- Assist with scheduling interviews
- Aide in securing supplies for programs
- Help staff and contractors transport supplies to and from day off camp or after school programs
- Aide in securing locations, tracking registration, and communicating with staff regarding day off camps and after school programs
- Ensure a safe and welcoming environment; promote a positive and inclusive community that encourages cooperation and values diversity and self-expression.

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
- 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 and ability in handling multiple and varied tasks
- Knowledge of Microsoft Office (Word, Excel, etc.) and CampSite management software
- Willingness to learn from other staff members
- Bilingual Spanish and English speaking strongly preferred
- 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 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