



Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Job Announcement

Job Title: Day Camp Art Specialist

OPENING DATE: January 2018

CLOSING DATE: Open until filled

WAGE: \$12.00 to \$12.75 per hour DOE

TRAINING WAGE: \$12.00 per hour

SCHEDULE: 20–40 hours/week 6/10/18 through 8/31/18,
M-F 7:30 a.m. to 6:00 p.m.

Join our team as a Day Camp Counselor at MJCC summer day camp—one of the oldest camping traditions in Portland. MJCC Day Camp offers full-day camp with a variety of options including arts and crafts, swimming, sports, theater, cooking, and more. Since 1947, kids love their summers at the J and return year after year.

PROJECTED START DATE: June 13, 2018

TENTATIVE TRAINING DATES: June 13, 14, 15

Because enrollment impacts program staffing, hours may be adjusted based upon enrollment levels.

TO APPLY: Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment"). Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland OR, 503.244.0111.

JOB SUMMARY: The Art Specialist will plan and teach art activities for classic day camps and art specialty camps. The incumbent in this position may also work as a camp counselor when art programs are not in session.

QUALIFICATIONS: (Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Two years of college AND one summer of experience leading art activities OR a satisfactory background in recreation, education, and art.
- Wide ranging knowledge of art projects and media, including traditional crafts, painting, drawing, ceramics, printmaking, sculpture, metalsmithing, fibers, and graphic design.
- Strong organizational and time management skills; knowledge of age appropriate children's activities in a camp setting;
- Ability to work comfortably, tactfully and courteously with children, parents and other staff;
- Must wear the required uniform while on duty.
- High levels of enthusiasm, energy, and compassion.
- Strong communication skills—both written and verbal—with customers, supervisors, and staff. Commitment to open, direct communication.
- Willingness to pitch in and take on additional responsibilities and tasks; commitment to MJCC Day Camps mission.
- First Aid and CPR certifications (adult and child) are a condition of employment and preferably obtained or current by the first day of work, June 13, 2018; however, we can provide such training if necessary. Ability to pass fingerprint background check.
- Four-year Bachelor's degree with significant coursework in art and education preferred.
- Two years (or multiple summers) experience teaching youth art classes in a classroom or camp setting preferred.
- Additional experience with camp programming preferred.
- Knowledge of Jewish culture and traditions preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: Work involves working indoors and outdoors in an environment that is quite noisy and busy. The flow of the work and character of duties involve extreme

care and concentration. Manual dexterity and coordination is required, making up more than 50% of the work period. Incumbents may be exposed to a variety of environmental elements, including: dust and noise. Physical exertion required, including: lifting, climbing, bending, squatting and reaching.

TYPICAL EXAMPLES OF WORK: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

- Plan and implement art activities for classic day camps. These are typically one-hour blocks for children ages 3-11.; monitor participants; respond to behavioral issues as they arise. Supervise participants to ensure safe play. Model appropriate problem-solving behavior. Implement discipline and safety measures as necessary.
- Design curriculum and teach art enrichment camps. These are typically half-day, weeklong camps for children ages 3-11.
- Design a wide variety of art-based activities, in such media as crafts, pottery, painting, sculpture, drawing, and printing.
- Set up, supervise and clean activity area; maintain facility cleanliness.
- Ensure the general safety of participants; respond appropriately to all camper injuries; provide first aid if necessary. Complete required paperwork within designated time frames.
- Make appropriate judgments and decisions concerning youth participating in the program. Observe, evaluate and communicate effectively with children, parents and other staff.
- Maintain an ongoing inventory of supplies for camp activities. Requisition new supplies as necessary.
- Develop and edit an archive of effective activities for future reference.
- Take on additional logistical, managerial, or program responsibilities as necessary.
- Aid with camper drop off and pick up. Serve as an adjunct group leader for one group of campers.
- Teach 4-5 one-hour activity blocks per day. More activity blocks may be assigned, as needed.
- Plan and prepare upcoming activities.
- Be "in position" and ready to address staff questions or unforeseen problems.
- Attend a weekly all-staff meeting.
- At the end of each week, prepare a brief, weekly report on the previous week's activities and plans for the upcoming week.
- With other program specialists, aid the Activities/Program manager and other staff in coordinating and managing all-camp events.
- Oversee pre care (7:30-9 AM) or after care (4-6 PM) as assigned throughout summer.
- Attend Staff Training at the beginning of the summer; participate in ongoing professional development trainings during the summer.
- Design age-appropriate curricula for weeklong enrichment camps.
- Be familiar with, abide, and enforce the personnel, safety and program policies of camp.
- Maintain personal and ethical integrity by following through on responsibility, and by accepting and abiding by decisions regarding program and camp policy set forth by the Day Camp Director.
- Prepare an art show on Friday afternoon that showcases camper work for parents.
- Ensure that all art projects go home with campers at the end of each session.

ABOUT US: Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

Due to the volume of applications received, only applicants who are interviewed will be contacted when the position is filled. If it happens that you are not invited to interview, please know that we are grateful for your interest in employment opportunities at MJCC!

THE MJCC and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. MJCC is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.