

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Performing Arts Summer Camp Director

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Range: \$15 - \$20 / Hourly

Job Status: Seasonal (120 days or less); 8:30am-4:30pm

JOB SUMMARY

Provide direct supervision and management of performing arts camps; working closely with program supervisor in organizing and communicating with parents, ensuring participant safety, implementing camp procedures and protocols. May substitute teach for brief intervals as needed.

ESSENTIAL JOB FUNCTIONS

- Be creative and collaborative while working well as a member of a team.
- Communicate with and between supervisors, instructors, participants, and parents with regard to the program and the students.
- Provide assistance with weekly camp performances.
- Display professionalism, positive energy, responsibility, dependability, and have the ability to multi-task.
- Oversee setup/cleanup of materials, equipment, and other items for programs/activities.
- Help coordinate/purchase games, crafts costumes, and props as required by camp instructors.
- Email, print, and distribute weekly camp information packets.
- Photograph camps and submit weekly photos to marketing.
- Print and distribute weekly rosters to all camps.
- Direct parents and campers to proper studios.
- Update bulletin boards and directory.
- Act as camp liaison for behavior problems.
- Assist with camp check-in and check-out.

- Additional office work as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

- 5 years of dancing or acting training required.
- Current or prior enrollment in dance or drama courses through a public or private institution preferred.
- Associates Degree or higher in related field or at least 2 years of experience in leadership of staff in a summer camp or educational/school environment is required.
- Proficient in Word, Excel, and Outlook and the ability to learn the City registration software program is required.
- The ability to plan, organize, prioritize, and oversee all functions of summer camp including pre-planning and attending pre-camp meetings.

Licenses or Certifications:

Driver License preferred

Special Requirements:

Knowledge in teaching basic progressions of dance and movement education.

Knowledge, Skills, and Abilities:

High degree of human relations skills. Ability to effectively communicate and manage information to peers, staff, and volunteers. Ability to motivate, coach, and lead participants in the field of dance and/or drama.

PHYSICAL DEMANDS

The work is very physical and may involve some lifting, carrying, climbing, pushing and/or pulling of objects and materials of light to medium weight (5-50 pounds). Tasks may involve standing on your feet for an extended period of time, demonstrating dance moves, and bending over to assist students with physical corrections. Must be able to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.