

VALLEJO COMMUNITY ARTS FOUNDATION
PO BOX 4099, VALLEJO, CA 94590

JOB DESCRIPTION

Summer Art Camp Instructors

SUMMARY

With direct oversight by the Program Director, summer camp instructors are responsible for planning and implementing a camp two-week instruction program appropriate for each age group that inspires students creative processes and self-expression through learning the skills, genres and fundamentals of art. Classes are offered in silk screening, lino cut prints, alcohol inks, collage, clay drawing, mosaics, photography, and painting. There are four age levels in the camp: 7-8, 9-10, 10-11, and an advanced level 13-14 which is called Creative Exploration and Advanced Art Experiences. To participate in this group, a child must submit 10 pieces of art work digitally along with a brief resume.

Please send a resume and letter of interest to:

Susan MacDonald
Vallejo Community Arts Foundation
PO Box 4099
Vallejo, Ca 94590

KEY DUTIES AND RESPONSIBILITIES

- Read and follow policies and procedures
- Complete all paperwork by deadline provided
- Work cooperatively with administration and staff
- Communicate any concerns or issues directly to the Program Director
- Make sure attendance is taken each day
- Review medical/special need forms provided by parents

- Be able to problem-solve and adapt to the needs of the students, modifying instruction as needed
- Inspire creative thinking through art examples and technique demonstration
- Provides student feedback throughout lessons
- Supervise students over snack breaks
- Manage disruptive behavior
- Handle disciplinary problems as described in Handbook
- Notify the Program Director of issues/needs as they arise
- Create a fun and inclusive atmosphere
- Promote teamwork and a positive work environment