

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE: DEAN OF STUDENTS
DEPARTMENT: STUDENT AFFAIRS
REPORTS TO: SENIOR DIRECTOR OF STUDENT AFFAIRS

ABOUT USDAN:

Usdan opens up a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

POSITION SUMMARY:

Deans are key members of the Usdan team responsible for the well-being, educational success, and overall happiness of campers during the summer season, including their bus ride, their movement around campus, their time in classes, recreational activities, performances, and lunch, and their social time with peers.

The Dean's office is responsible for ensuring that Usdan's rules and regulations are observed by students, visitors, and staff, and they work to defuse disciplinary issues within Usdan's sphere. They also study and monitor the behaviors, cultures, and structures at play in all of Usdan's programs, suggesting and making changes in response to issues deemed unsatisfactory, unsafe, or outside of the scope of the organization's mission. Finally, they foster clear communications on both the micro (person to person) and macro (administration to entire student body) levels.

Successful candidates will be thoughtful educators, excellent listeners, and clear communicators. This position requires a patient and empathetic leader, a role model for students and faculty members, and an enthusiastic and passionate advocate for children. This position will also be:

- flexible and adaptive
- capable of seeing multiple points of view and comfortable working with a diverse group of students who come from a wide range of cultures, religions, and experiences
- sensitive and able to approach all situations with an open mind
- organized, self-motivated and able to prioritize multiple tasks during busy times
- resilient and capable of understanding the complexities children face today
- comfortable in the outdoors and comfortable traveling the campus

To perform this job successfully, you must be able to work in an outdoor camp environment and communicate with students and other staff effectively. Usdan provides staff with protocols at the beginning of the season that they are expected to read and follow. At the same time, Usdan staff understand that new challenges may arise during the camp season and often work together to problem solve and determine solutions as we go.



JOB REQUIREMENTS:

QUALIFICATIONS:

- Bachelor's degree in education, the arts, psychology, sociology or a related field or equivalent knowledge, skill and abilities.
- Minimum two years' experience teaching or counseling children or young adults.
- An understanding of the stages of childhood development and behavior.
- Experience communicating with children, parents and teachers.
- Knowledge of the artistic disciplines taught on Usdan's campus, and of current issues in education such as diversity, sexuality, gender identity, etc.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- Must be fully vaccinated against COVID-19, and if eligible as defined by the CDC, have received a COVID-19 booster shot, before the first day of the camp season.

PHYSICAL DEMANDS:

Studios are spread out throughout the 140 acre campus. Distances vary and are along uneven surfaces, up and down hills. Some studios are elevated and require one to two stairs to enter. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

2022 SUMMER SEASON DATES AND TIMES:

- Monday - Friday, June 27 - August 19, 2022, 8:00 AM - 4:00 PM, closed July 4.
- Pre-season commitments include:
 - o Staff Orientation: tentatively scheduled for Saturday, June 4 AND Saturday, June 11, 9:30am-2:30pm (a two-day event pre-season, usually on a weekend).
 - o Family Orientation: TBD (a three-hour event to host families in the studios on campus. Usually on a weeknight in June).

COMPENSATION AND BENEFITS:

- \$8,000 stipend for the summer
- Usdan summer camp tuition discounts for school aged dependents of faculty and staff.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation:
 - Free parking on campus

TO APPLY:

- Please submit a cover letter communicating qualifications and interest, and a resume with three references through our online application: <https://www.usdan.org/employment>.

USDAN SUMMER CAMP FOR THE ARTS



- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.