

AN OPPORTUNITY FOR CONTEMPORARY ARTISTS AND EDUCATORS

JOB TITLE: REC ASSOCIATE
DEPARTMENT: RECREATION
REPORTS TO: RECREATION DEPARTMENT CHAIR

POSITION SUMMARY:

Over an 8- week camp season, Recreation Associates support Chairs with tasks such as coordinating schedules, tracking supplies, supporting faculty, and helping clean materials at the end of classes. The Associate works with a team of arts and education professionals to support a diverse body of students. The Department Chair may assign additional supporting responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with Chairs to help communicate and enforce Usdan policies and procedures related to the studios and pedagogy;
- Communicate with Usdan Facilities staff regarding the conditions of buildings and needed repairs;
- Work with the Chair to order and oversee the organization of supplies for all department classes;
- Work with the Chair to maintain an inventory of supplies, particularly at the beginning and the end of the camp season;
- Support the Department by coordinating and managing swim attendants.
- Substitute or assistant teach when another staff member is absent;
- Participate in department and staff meetings;
- Attend training sessions (or professional development) as required;
- Ensure student safety throughout the summer camp season;
- Comply with Usdan policies and procedures, including daily arrival and departure times.

The Recreation Associate works with a team of swim and recreation staff to support a diverse body of students.

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 and [instructional philosophy](#) 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.



Successful candidates are flexible and willing to work in all weather conditions. They are enthusiastic about working with children and are able to follow supervisors' directions. They are reliable, punctual, respectful, and organized. They can work independently and on a team. They have a "can-do" attitude with the ability to find "yes." Perhaps most importantly, they have respect and empathy for both students and other staff.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Department Associates will be expected to follow any other instructions, and perform any other related duties, as assigned by their supervisor.

JOB REQUIREMENTS:

QUALIFICATIONS:

- One year of college study in your art form, education, or the equivalent knowledge, skills, and abilities.
- 1-2 years prior experience working with children preferred.
- 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 [up to date vaccinations against COVID-19](#), before the first day of the camp season. Requests for accommodations are subject to approval by senior management.

2023 SUMMER SEASON DATES AND TIMES:

- Monday - Friday, June 26 - August 18, 2023, 9:15 AM - 3:15 PM, closed July 4.
- Pre-season commitments include:
 - o Staff Orientation: tentatively scheduled for Saturday, June 3 OR Saturday, June 10, 9:30am - 4:30pm

COMPENSATION AND BENEFITS:

- The Recreation Associate will be provided with a stipend to cover all work performed during and in preparation for the camp season. Stipend for an 8-week session starts at \$5,500. Staff orientation is paid at an hourly rate.
- Complimentary use of studio space for their own artistic purposes, pre- and post-season, pending availability; semi-weekly use of swimming pool after camp hours; and occasional use of other facilities (e.g. tennis courts).
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation:
 - Free parking on campus
 - Additional opportunities to serve as a bus monitor, which consists of riding the bus to and from camp and supervising students. Faculty and staff will receive a stipend (\$400-\$700)



TO APPLY:

- Please apply through our online application: <https://www.usdan.org/employment>
- 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.