

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

**JOB TITLE:** STUDENT SUPERVISION COORDINATOR  
**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

Reporting to the Senior Director of Student Affairs, the Student Supervision Coordinator will be responsible for the overall implementation, operations and assessment of student supervision on campus, including the Partners in the Arts program (PIA). The Coordinator will work with the camp administration remotely in the months leading up to camp opening, on a limited basis, and then on campus in Huntington, Long Island, NY for the 39 full days of the summer season.

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.

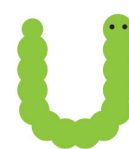
The Coordinator will be a passionate artist and an enthusiastic educator, who works well with people of all ages and is energetic, patient, detail-oriented and insightful, extremely organized, self-motivated and able to prioritize multiple tasks during busy times. As the lead representative of the camp's Student Leadership programs, the Coordinator will be a role model for many students and faculty members and will help guide the vision of the department as well as oversee all of its operations during the fast-paced summer season.

### JOB REQUIREMENTS:

#### QUALIFICATIONS:

The successful candidate should have:

- A bachelor's degree, or equivalent knowledge, skills, and abilities
- At least three years of teaching experience



- Administrative experience
- Experience in youth development and leadership
- 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.

## ROLES AND RESPONSIBILITIES:

### In-Season:

- Manage PIA schedules including coverage and conflicts
- Oversee and manage Safety Monitors and student Leaders and Path Monitors
- Meet with parents, students and faculty to resolve any problems that arise

### Off-Season

- Review applications and participate in interviews for student Leaders and Path Monitors
- Work with the camp administration to organize supervision around campus
- Plan and implement training for student Leaders and Path Monitors
- Oversee scheduling for PIA students

## 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, 8:30 AM - 4:30 PM, closed July 4.
- Pre-season commitments include:
  - o Staff Orientation: tentatively scheduled for Saturday, June 4
  - 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:

2022 Pre-season remote work); monthly through May 2022

- \$25/hour

2022 Summer Season (on campus)

- Salary: \$8,000

Usdan summer camp tuition discounts for school aged dependents of staff.

Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.

Transportation:

- NYC staff can earn extra income by being a bus monitor from city locations.
- NYC faculty and staff will also be able to apply for a transportation subsidy.
- Free parking on campus

## **To APPLY:**

- Please apply through our online application: <https://www.usdan.org/employment>
- Please include a cover letter communicating interest in Usdan, your resume, and at least three references.
- 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.**