



**The Center for Visual Artists (CVA) is hiring!**

**Position Title: Summer Camp Afternoon Coordinator**

**Date Posted: February 2024**

CVA's Mission is to support and engage visual artists and community through education, exhibition, and outreach opportunities. We are a 501(c)(3) non-profit organization with a gallery, classrooms, and studios based in the downtown Greensboro Cultural Center at 200 N. Davie St.

Our website is [www.myCVAgreensboro.org](http://www.myCVAgreensboro.org)

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#### **ABOUT THE SUMMER CAMP PROGRAM**

Summer Camp at the CVA is a community favorite! Every summer the CVA offers a variety of visual arts-based camps for rising 1st – 12th graders. 3-5 different camps are held each week from June until August. The curriculum includes a variety of artistic media and creative techniques. Students will learn about art history and use what they learn to inspire their artworks.

Summer Camp Program Schedule:

- 8:15am – 9:00am: Arrival & Warm-Up Activities
- 9:00am – 12:00pm: Art Block 1
- 12:00pm – 1:30pm: Art Block 2, Lunch & Outside Time
- 1:30pm – 2:45pm: Art Block 3
- 2:45pm: Clean-Up
- 2:55pm – 3:05pm: Sign-Out/Pick-Up
- 3:00pm – 5:30pm: After-Camp

#### **ABOUT THE SUMMER CAMP AFTERNOON COORDINATOR ROLE**

CVA prides itself on providing the community with engaging educational programming in the visual arts. The individual who will succeed and thrive in this role is an experienced elementary educator; excellent collaborator; organized time and resource manager; and, of course, an art enthusiast.

The Summer Camp Afternoon Coordinator role is a part-time contracted position in the Education Department of the Center for Visual Artists (CVA). The Afternoon Coordinator is responsible for ensuring

that instructors plan and implement age-appropriate lessons in the summer camp classrooms and providing necessary support and materials in a timely manner. Ultimately, it is the responsibility of the coordinator to work with instructors to ensure that all students are having fun in a safe and welcoming environment while they explore their creativity, develop problem-solving skills, and expand their cultural awareness.

Additionally, the Afternoon Summer Camp Coordinator is responsible for the following (among other duties as directed by the CVA's education coordinator):

- Ensure rules and procedures are always followed by instructors and volunteers
- Manage camper pick-up each afternoon
- Answer parent questions as needed
- Gather, organize, and distribute supplies to instructors for all camps
- Maintain a centralized shopping list of supplies needed for future weeks of camp
- Supervise camp volunteers
- Supervise clean-up each afternoon and at the end of the week
- Be available as a resource for the After-Camp program in case of emergency or urgent situation
- Provide brief breaks for teachers each afternoon
- Take photographs of student artwork collected for summer showcase. A list of those authorized to be photographed will be provided.
- Gather artwork and manage inventory for summer student art showcase
- Collaborate with the Morning Coordinator on the summer student showcase (including parent invitations, posters, celebration, etc.)
- Maintain spreadsheet of all artwork collected for summer showcase
- Prepare artwork for display at summer showcase, including organizing, labeling, and basic matting
- Supervise camps during lunch/outdoor time
- Ensure all supplies are ready each afternoon for the next camp day
- Retrieve last-minute supplies for instructors as needed
- Communicate information to parents each afternoon via written reminders and face-to-face conversation
- Prepare and distribute a weekly camp newsletter to parents
- Report to the Education Coordinator on a weekly basis (or more often as necessary) about procurement of supplies, status of summer showcase, lesson plans, any concerns regarding instructors, classrooms, or students/parents
- Work cooperatively and professionally with staff members and parents
- Attend staff meetings and trainings

### **WORK HOURS AND SCHEDULE**

The CVA Summer Camp Afternoon Coordinator schedule is 12:00pm – 5:30pm every day of Summer Camp. Summer Camp begins on June 17, 2024 and ends on August 16, 2024. Employees are compensated for work time that exceeds standard hours, if approved in advance by the Education Coordinator.

### **REPORTING STRUCTURE**

All instructors at the Center for Visual Artists report to the Education Coordinator.

### **BENEFITS/SALARY RANGE**

The pay scale for this role is \$16.25/hr. CVA cannot offer healthcare or retirement benefits at this time. CVA employees are eligible for discounts on classes, camps, and artwork for sale.

### **IS THIS POSITION FOR YOU?**

This position is for you if you know the importance of visual arts in our lives and communities and you are:

- An experienced educator, from curriculum development to classroom management
- A quick, flexible and creative thinker
- Organized and attentive to details
- Someone who believes that children are developing humans who are fundamentally good and worthy of respect and care, and who knows (or is interested in learning) principles of Conscious Discipline
- Art-teaching experience is nice but not required; however, an interest in the visual arts and willingness to explore and learn is essential

### **APPLICATION PROCESS**

1. If you are interested in applying, please send your resume and letter of interest to [create@mycvagreensboro.org](mailto:create@mycvagreensboro.org)
2. If your application is moved through our initial screening, you will be asked to meet with the current Education Coordinator and Director of Operations for a formal in-person interview.
3. We hope to offer the successful candidates a position as soon as possible

At the CVA, we are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.