



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

**Position Title: Summer Camp Morning 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 MORNING 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 Morning Coordinator role is a part-time contracted position in the Education Department of the Center for Visual Artists (CVA). The Morning Coordinator is responsible for ensuring that instructors plan and implement age-appropriate lessons in the summer camp classrooms and

provide 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 Morning 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 check-in each morning
- Handle registration questions
- Manage and distribute rosters to instructors
- Schedule and supervise camp volunteers
- Ensure instructor lesson plans are submitted to the Education Coordinator by specified deadlines
- Offer suggestions to instructors about lesson plans/classroom management as needed. This may be done in collaboration with the Education Coordinator when necessary.
- Manage substitutes as needed (from a list of CVA-approved instructors)
- Answer parent questions as needed
- Provide brief breaks for teachers each morning
- Take photographs of students at work in the classrooms. A list of those authorized to be photographed will be provided.
- Create and manage parent and instructor surveys
- Supervise camps during lunch/outdoor time
- Keep a list of supplies that need to be purchased
- Retrieve last-minute supplies for instructors as needed
- Collaborate with the afternoon coordinator on the summer student showcase (including parent invitations, posters, celebration, etc.)
- Report to the Education Coordinator on a weekly basis (or more often as necessary) about procurement of supplies, lesson plans, any concerns regarding instructors, classrooms, or students/parents
- Meet students as they arrive at CVA and ensure they arrive safely to the classroom
- Work cooperatively and professionally with staff members and parents
- Attend staff meetings and trainings

### **WORK HOURS AND SCHEDULE**

The CVA Summer Camp Morning Coordinator schedule is 7:45am – 2:45pm 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.