



Part Time After-Camp Program Counselors

Summer 2020

Posted February 2020

Bethesda-based arts organization seeks Part Time After-Camp Counselors. We are looking for enthusiastic and experienced counselors to lead and assist with summer programs. The ideal candidate will have experience creating curriculum, and supervising and/or working with children in a camp or class setting.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization formed to manage and operate the programs and facilities at Glen Echo Park, an arts and cultural center located within a National Park site in Montgomery County. Glen Echo Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to encouraging public participation in all that the Park has to offer.

Reports to Education Program staff. Office location: Arcade Building, 7300 MacArthur Blvd. Glen Echo, MD.

Key Responsibilities: Provide **After Camp** program services for campers ages 4-12 for our **Summer Camp Session**, June 15 through August 28, 2020.

Two Lead Counselors and two or more Assistant Counselors will be hired.

Program Management:

Provide an After Camp program for students ages 4-12, Monday through Friday, for the dates and hours listed below:

Summer Camp Session:

- June 15 – 19, 3 to 6pm, Monday through Friday
- June 22 - 26, 2 to 6pm, Monday through Thursday, 3 to 6pm Friday
- June 29 – July 3, 3 to 6pm, Monday through Friday
- July 6 - 10, 2 to 6pm, Monday through Thursday, 3 to 6pm Friday
- July 13 - 17, 2 to 6pm, Monday through Thursday, 3 to 6pm Friday
- July 20 – 24, 2 to 6pm, Monday through Thursday, 3 to 6pm Friday
- July 27 – 31, 2 to 6pm, Monday through Thursday, 3 to 6pm Friday
- August 3 - 7, 2 to 6pm, Monday through Thursday, 3 to 6pm Friday
- August 10 - 14, 3 to 6pm, Monday through Friday
- August 17 – 21, 3 to 6pm, Monday through Friday
- August 24 – 28, 3 to 6pm, Monday through Friday

Lead Counselor:

- Develop daily structure and curriculum for the After Camp program, including activities for the broad age range of students, making use of the unique campus of Glen Echo Park.
- Serve as the lead counselor/instructor for the program, providing student supervision, lead activities, and daily set up and clean up.
- Supervise assistant counselors and any volunteer support.
- Maintain class roster of students. Students may pre-register for a week at a time or drop in for a single day. Counselor will maintain class records and assist in processing registrations.
- Ensure the program is stocked adequately with refreshments and craft supplies.

Assistant Counselor:

- Support the Lead Counselor in providing student supervision, instruction, leading activities independently, assisting with daily set up and clean up
- Assist the Lead Counselor in maintaining the class roster and administrative records

General Expectations:

- Be on-time and consistent in reporting to work during hours listed below
- Behave professionally and courteously at all times
- Maintain a professional demeanor
- Act as an excellent representative of the Partnership

Hours:

- Part time position approximately 18-23 hours per week, June 15 through August 28, 1:45/2:45pm – 6:15pm, Monday through Friday.
- Counselor will be required to attend a pre-camp orientation/training session and will be involved in program planning in advance of the camp.
- Counselor must be certified in First Aid and CPR for children, or must attend a Partnership sponsored class to receive this training, timing to be determined.

Salary: Compensation is at a per hour rate and is commensurate with experience.

Physical and other requirements: Must be able to provide own transportation, including during hours when public transportation is not operating; lift and move up to 25 pounds and walk throughout the Park for program support.

Candidate Requirements:

- Applicants must have teaching experience in childhood education, the arts, or childcare.
- Applicants for the Lead Counselor position must have a B.A. (education degree preferred).
- Ability to work independently with strong communication skills.
- Lead counselors must be 18 or older. Assistant counselors must be 16 or older.
- Counselors must be able to communicate verbally with fluent English.
- Ability to supervise up to 15 children at one time.
- Upon hire, counselors will be fingerprinted and undergo a background check.
- Current First Aid and CPR certification required and provided by the Partnership.

To Apply: With “After-Camp Counselor” in the subject line, please send resume and cover letter to: gepjobs@yahoo.com. By mail, send to GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812.

The Glen Echo Park Partnership for Arts and Culture is an equal opportunity employer.