



Charlottesville-Albemarle Summer Art Camp Counselor Job Description

Position: Summer Art Camp Counselor

Job Status: Seasonal

Reports to: Humane Education Coordinator

Summary

The SPCA Summer Art Camp Counselor, under the direction of the Humane Education Coordinator should enjoy working in the humane education field, have a desire to learn, and should agree with the SPCA mission. The Art Camp Counselor preferably has experience working with at-risk youth. Candidates must be self-directed, reliable, and passionate about the well-being of animals. Counselor pay rate is \$15/hour.

Commitment: Must be available for pre-planning (prior to the start of camp) – dates are flexible. Must also be available from 8:30-4:30 on the following camp session dates:

- **Week 1: August 7-11**
- **Week 2: August 14-18**

Essential Duties and Functions:

- Assist in planning; manage, and lead two weeks of SPCA Summer Art Camp
 - Assist in planning two weeks' worth of lessons, activities, and guest speakers (assistance will be provided)
 - Manage and lead 20 students ages rising 6th through rising 8th grade
 - Lead hands-on, educational and animal related lessons and projects
- Work closely with the Humane Education Coordinator on camp curriculum

Additional Responsibilities

- Demonstrate knowledge of and adherence to CASPCA policies and procedures.
- Practice and encourage the humane treatment of animals.
- Maintain check-in and checkout records for all assigned campers on a daily basis.
- Record daily attendance of campers and report absences, late arrivals, or early departures.
- Arrive on time and ready for work each day.
- Ensure a safe work environment; follow all safety guidelines; and model safe work practices.
- Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, animal or the organization at risk.
- Prepare, implement and clean-up daily activities.
- Relate positively to all staff, volunteers, and campers.
- Perform other duties as assigned deemed appropriate by the Humane Education Coordinator and the Director of Development.

Physical Requirements and Work Environment

- Ability to lift and transport materials weighing up to 50 pounds.
- Have a high level of manual dexterity.

- The ability to bend and squat.
- The ability to stand for significant periods of time.
- Subject to exposure of disinfectant solutions.
- Understands risk of animal bites and scratches while handling animals.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.

Qualifications:

- High School diploma or GED required
- Summer Art Camp Leader must be 18 years of age or older
- Must be able to commit to both weeks of camp
- Experience in education
- Desire to make an impact on others
- Outgoing and friendly
- Comfortable around dogs and cats
- Enjoys working with youths ages rising 6th through rising 8th graders

AT WILL EMPLOYMENT:

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the Charlottesville Albemarle SPCA that employment for this position is at will, which means that employment is for no specific term and that employment may be terminated by the employee or the CASPCA at any time without cause.

MY SIGNATURE CERTIFIES THAT I HAVE RECEIVED A COPY OF MY JOB DESCRIPTION AND THAT I AM ABLE TO PERFORM THE PRINCIPAL DUTIES AS OUTLINED ABOVE.

Employee Acknowledgement:

Signature of Employee _____ Date _____

Print Name: _____