

**EDMONDS CENTER FOR THE ARTS/ EDMONDS PUBLIC FACILITIES DISTRICT
Announces the following EMPLOYMENT OPPORTUNITY:**

POSITION:	Summer Camp Lead: Dungeons and Dragons Camp
CLASSIFICATION:	Summer-Temporary; Non-exempt; Hourly
REPORTS TO:	Education and Outreach Coordinator, Director of Education & Community Engagement
COMPENSATION:	\$1000, payment at the completion of camp week.
BENEFITS:	This is a seasonal job and is therefore ineligible for benefits.

Edmonds Center for the Arts (ECA) is a not-for-profit performing arts center that celebrates the performing arts, strengthens, and inspires the community, and stewards the development and creative use of the ECA campus. ECA presents a high quality and diverse season of music, dance, theatre, comedy, and special attractions in its beautifully renovated performing arts facility in South Snohomish County, WA, just 25 minutes north of Seattle.

JOB SUMMARY:

ECA is looking for an energetic and creative individual to provide leadership for our Dungeons and Dragons camp, designed for students ranging from ages 12-16. This camp is led by the Summer Camp Lead, who also will be providing administrative and programmatic oversight, managing student check-in and check-out, and supervising students during breaks and their daily lunch period. The Summer Camp Lead will take on these responsibilities throughout the camp's dates (July 17-21, with a potential overflow week July 24-28), as well as assist on special projects in ECA's Education & Community Engagement Department.

Summer Camp Leads are outgoing, motivated individuals who possess excellent leadership and facilitation skills and must be able to multitask in a high-pressure environment. These individuals must have reliable modes of transportation and will be required to be on-site during camp hours. Like all employees at EPFD/ECA, the Summer Camp Lead is expected to collaborate with all team members and remain committed to EPFD/ECA's mission, goals, and values.

The Summer Camp Lead at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

ESSENTIAL JOB FUNCTIONS:

Camp Administration:

- Manages daily check-in and check-out of campers by parents/guardians and ensures their safe arrival to and departure from camp.
- Takes the lead role supervising campers during daily breaks and lunch period, and accompanies children offsite, as needed.
- Supports and interacts with campers during the play of D&D.
- Assists with coordination and planning for the Friday performance when the campers will re-enact their adventures from the week.
- Maintains a positive and encouraging attitude for youth and staff throughout each camp, supporting campers in following camp agreements and acting as a role model for students.
- Monitors and ensures the safety of campers and provides First Aid as appropriate.

- Works cohesively and in close communication with ECA staff and camp instructors.
- Communicates any health or safety issues directly to the Director of Education & Community Engagement and Associate Executive Director.
- Coordinates preparation of classroom spaces with ECA's Facilities Coordinator and ensures that all materials for each day at camp are adequately prepared.
- Acts as project manager for students' performance for family and friends at the end of each camp week.
- Collects and maintains camper records, including personal health and emergency contact information, and communicates relevant information to camp instructors.

Education & Community Engagement Support:

The primary role of the Summer Camp Lead is to act as the first point of contact for teaching artists, students and families during Summer Arts Enrichment Camps. The Summer Camp Lead will also provide support to the Education & Community Engagement department as we prepare for ECA's 2023/24 season. Tasks and special projects may include, but are not limited to:

- Oversee program surveys for teachers, students, and community members.
- Help distribute promotional materials for programs under ECA's Education & Community Engagement umbrella, including Education Matinees, Dementia-Inclusive Series, and Artist Residencies & Outreach.
- Assistance with Data entry and analysis, specifically related to ECA's Summer Camps.

Knowledge, Skills, Experience & Abilities:

- Must be 18 years of age or older.
- Current CPR & First Aid certification.
- Minimum two years' experience supervising children, preferably in a camp or classroom environment.
- Desire and ability to work with children of all ages, backgrounds, and abilities.
- Knowledge of and passion for the performing arts.
- Superior written and verbal communication and customer service skills.
- Collaborative team player with willingness to go above and beyond to create a safe and positive camp experience for students, families, and teaching artists.
- Excellent leadership and project management skills.
- Ability to identify and address potential safety hazards, with the top priority of maintaining camper safety and security.
- Knowledge and experience of the role-playing game Dungeons & Dragons preferred.

WORKING CONDITIONS:

The **Summer Camp Lead** will be asked to work between 8:00 am and 3:00 pm daily from Monday-Friday. Additionally, the Summer Camp Lead will be expected to attend training in early July, at a mutually agreeable date & time.

Working conditions may include being indoors, often at times in loud spaces and spending time outdoors under the sun. Must have the ability to work in a hectic, sometimes stressful environment while maintaining a standard of care.

It is important that we implement all COVID-19 mitigation strategies to keep students and staff safe. As such, it is a condition of employment with EPFD/ECA that all staff are fully vaccinated against COVID-19. All new employees must provide documentation of their vaccination prior to beginning employment with EPFD/ECA.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers AT ec4arts.org OR *Summer Camp Lead, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. No phone calls please.*

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.