



Monroe Street Arts Center Job Description

Title: Summer Camp Assistant
Reports to: Program Director and Executive Director
Hours: Approximately 20 hours per week.
June 11-August 24, 2018. Days may be split between multiple employees. Hours are approximately: Monday-Friday 8:15AM-12:45PM.
Rate: \$12.00 per hour

Areas of Responsibility:

Morning Drop Off Supervisor

- Manage drop off of students in the parking lot.
- Be responsible for getting students safely from the parking lot to the MSAC building.
- Help direct cars and families to proper lane in the lot
- Keep track of students' names when dropped off/implement parent sign in.
- Direct children to correct location before class.

Summer Lunch Supervisor

- Manage and be responsible for students during the lunch hour, ages 5-10.
- Oversee students' behavior, and discipline as needed.
- Manage time and organize lunch hour activities which may include going to the park.
- End lunch on time and ensure students get to the proper room for afternoon camps.
- Reset facility as needed after the lunch hour (sweep, change table paper, throw away trash, etc.).

Facility Maintenance:

- Check art supply stock during time between drop off and lunch.
- Check in with art teachers about absences and needs during class.
- Verify students who are staying for lunch.
- Assist with any other administrative or camp activities as needed.

Minimum Qualifications:

- Previous experience working with children.
- Excellent customer service skills.
- Computer literacy and proficiency.
- Well-organized with ability to work independently and as a team member in a fast-paced environment.
- One year previous office experience, direct interaction with customers a plus.
- Able to lift up to 25lbs.