



Summer Camp Student Support Job Description

For the past few years, SPARC has been voted the best summer camps in Richmond by *Style Weekly*, *The Richmond Times Dispatch*, and *Richmond Magazine*. Each summer, SPARC offers programs in many communities around the city of Richmond for young people ages 4-18, with camp sessions ranging from 1 – 2 weeks between June 12 and August 12, 2023.

Seeking dynamic, experienced, and accountable student support to provide a safe and memorable experience for SPARC youth. The student support team member duties include providing accessibility services for neurodivergent youth and youth with disabilities to increase inclusion in performing arts activities, and additional support lead staff and counselors during activities and final shares to ensure all youth experience success. Support should be well-versed in current best practices in education, particularly regarding special education. The ideal candidate will be an excellent special educator and multitasker with a genuine passion for working with and empowering young people through the performing arts. Applicants should be knowledgeable, patient, fun-loving, and confident in their ability to motivate and assist students in everything from learning new skills to fostering friendships between young people.

Responsibilities:

- Attend planning meetings with your lead team to create support plans for students needing extra support
- Maintaining regular communication with team teachers by email, Zoom, phone, and in-person, as necessary
- Pinpoint and supervise all students who need extra support throughout the camp
- Sharing knowledge of special education and student support with the teaching team, as necessary
- Adhere to the daily schedule of activities
- Understand the summer programs curriculum and implementing it in class to accomplish learning goals
- Oversee students needing extra support at lunch and snack times
- Monitoring bathroom breaks and proper hand washing/sanitization
- Mediate any conflicts that may arise between students
- Answer questions that may arise from parents/guardians
- Participating in the final share (i.e., performing with the students, running video equipment, running sound equipment)
- Promptly reporting planned or unplanned absences to the Program Director
- Check ins with staff and supervisor will take place during the camp day throughout the program
- Reporting any notable concerns or incidents to Lead Staff and/or Director of Summer Programs
- Other responsibilities, as assigned

Qualifications:

- A minimum of 2 years of experience working with youth in early education, neurodivergent youth, and/or youth with disabilities
- Highly organized and able to multi-task
- Excellent interpersonal and leadership skills
- Good time-management skills
- Positive attitude and willingness to collaborate with a team and youth
- Ability to be flexible and adapt to new situations
- Experience communicating with parents/guardians
- Reliable transportation for the full extent of contract is required
- Must be available for workdays for the full extent of commitment
- Up-to-date COVID-19 vaccination and boosters

Position Type: Adjunct Faculty

- Compensation*:** \$420/week (pretax), plus an opportunity for \$12/hour for assignment to Early Arrival and Extended day hours
- Weekly Schedule*:** Sessions run Mon-Fri 8:30 AM to 3:30PM, Early Arrival (8AM-9AM) and Extended Afternoon (3PM-4:30PM)
- Application Deadline:** Friday – May 26, 2023. If you are interested in applying for programs later in the summer, there is no need to wait. We will be considering applicants as soon as we receive applications.
- How to Apply:** Interested candidates are invited to submit an application via:
<https://www.surveymonkey.com/r/352RGBQ>
- Candidates must also submit their resume or CV in the application. Candidates should also be prepared to provide 3 references and take part in a background screening. For additional questions please contact pmajor@sparcrichmond.org.

*Compensation and hours differ for SPARCLERS Mini \$270/week (pretax), Mon-Fri 8:30AM-1PM