



Discover your shine.

Summer Camp Lead Staff 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 3 and August 10, 2024.

Seeking a dynamic, experienced, and accountable lead staff to provide a safe and memorable experience for SPARC youth. The lead staff member will be responsible for duties that include sharing knowledge of performing arts with youth which will culminate in a classroom final share directed, music directed and/or choreographed by the lead staff member. You will also be responsible for onsite parent communication and as act as a liaison between your site, parents, and SPARC administrative staff. The ideal candidate will be an excellent teaching artist and multitasker with a genuine passion for working with and empowering young people through performing arts. Applicants should be knowledgeable, patient, fun-loving, and confident in their ability to motivate and assist youth in everything from learning new skills to fostering friendships between young people.

Responsibilities:

- Schedule planning meetings with your lead team to create lessons and details for camp
- Create daily lesson plans in alignment with desired program outcomes and curriculum
- Maintain regular communication with team teachers by email, Zoom, phone, and in- person, as necessary
- Supervise up to 3 Counselors and any onsite volunteers
- Adhere to the daily schedule of activities
- Direct/Music Direct/Choreograph final share
- Set up and break down classrooms and activities
- Oversee lunch and snack times
- Perform first aid or take care of injuries as needed
- Mediate any conflicts that may arise between members of your staff or students
- Keep accurate incident reports
- Answer questions that may arise from parents/guardians
- Check ins with staff and supervisor will take place during the camp day throughout the program
- Other responsibilities, as assigned

Qualifications:

- A minimum of 2 years of experience as a teaching artist
- Experience directing, music directing, and/or choreographing shows with young people
- Experience supervising staff and volunteers
- 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
- 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

Position Type: Adjunct Faculty

Compensation*: \$665/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 24, 2024. 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/2024SummerFaculty>

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: \$428/week (pretax), Mon-Fri 8:30AM-1PM