



SJCOE
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Job Description

POSITION TITLE: **Arts Camp Counselor (Temporary)** **#4083**
 Student Engagement and the Arts
 Educational Services

SALARY PLACEMENT: **Short Term Employee Hourly Salary Schedule**

SUMMARY OF POSITION:

Under the direction of the Student Engagement and the Arts Director, help plan and facilitate summer camp activities for the SJCOE Color the Arts camps. Help plan and lead training for youth leaders. Assist with evaluation of camp programs. Ability in leading arts lessons and recreational activities.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a high school diploma or equivalent.

DESIRABLE QUALIFICATIONS:

Experience working with children aged 8 - 18 years. Comfortable leading educational activities. Possess knowledge of art and is willing to gain a deeper understanding of all art forms.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- leading arts lessons and recreational activities

Ability to:

- work cooperatively with the San Joaquin County Office of Education (SJCOE) Student Engagement and the Arts staff
- facilitate activities for students during the summer camp
- flexible and receptive to change
- help plan leadership activities for youth leaders

Possess:

- own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Facilitate recreational and team building games and activities.
2. Facilitate arts activities.
3. Supervise students to ensure their safety and notify the Sky Mountain/SEA staff in case of incidents that may arise.
4. Under the supervision of SEA staff, help plan and facilitate peer mentoring and other activities for youth leaders.
5. Plan and facilitate recreational activities and games for youth leaders and campers.
6. Assist SEA staff in planning and executing debrief sessions with youth leaders.
7. Participate in Summer Leadership Workshops. Implement mentoring skills and practices gained during the workshops in planning and executing of activities.

8. Collaborate with staff, camp counselors, and other youth leaders to plan, set up, lead and clean-up camp activities.
9. Clean, maintain and ensure proper use of camp facilities and equipment.
10. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school environment; and come into direct contact and SJCOE staff, district office staff, students, and the public.

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