



**The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.**

## POSITION DETAILS

Position Title:	Performing Arts Program Coordinator
Reports to:	Program Supervisor
Functional Area:	Program Team
Employment Status:	Seasonal, Non-exempt

## POSITION PURPOSE

To further the mission of the camp through the development and execution of a Performing Arts program that is creative, safe, fun, and appropriate to the participants' ages and abilities. The program will include, at a minimum, instruction in the areas of dance, music, and theater.

## KEY RESPONSIBILITIES

- Develop and execute a Performing Arts program that is appropriate for the ages and abilities of the participants
  - Write lesson plans that meet camp outcomes and the abilities of the participants.
  - Evaluate abilities of participants including staff & volunteers.
  - Design activities that make use of different performance methods, make use of the camper's skills and interests, develop performance skills in teens.
  - Evaluate the success of the performing arts program and make changes if needed.
- Ensure that camp staff and campers know and follow safety and educational procedures
  - Assist in the implementation of staff training for performing arts.
  - Train other staff in their responsibilities at the performing arts area.
  - Ensure that campers and staff follow safety procedures.
- Assist in the management and care of the physical facilities and equipment in the performing arts program area
  - Maintain the performance arts equipment and supplies including the program closet when used.
  - Ensure the security of the performing arts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
  - Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
  - Clean performing arts area to keep it free of hazards and debris.
- Participate enthusiastically in all camp activities; plan and lead those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assisting with deck counseling duties including midnight checking and sleep-in.
- All staff members are expected to form positive and professional relationships with all of the camp teams including counselors and program team members, kitchen team members, maintenance team members, and healthcare professional volunteers.

## EQUIPMENT USED

- The Visual Arts Program Coordinator may be asked to use specific equipment while on or off camp. These include but are not limited to:
  - Costumes
  - Microphones
  - Speakers
  - Sound equipment
  - Diabetes related equipment

## STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

## ESSENTIAL QUALIFICATIONS

- Documented experience in performing arts instruction or documented training and experience.
- Current certification in first aid, infant, child & adult CPR including AED.

## DESIRED QUALIFICATIONS

- Training and experience in teaching performing arts to teenagers.
- Desire and ability to work outdoors with teenagers in varied conditions.
- Experience in designing and making decorations and costumes for special events.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

## COMPENSATION

Summer Programs: \$527 per week, with meals and lodging included.

## STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

## TO APPLY

Visit the DYF website at [www.dyf.org](http://www.dyf.org) to submit an application online. Please direct any questions about this position to [info@dyf.org](mailto:info@dyf.org)

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.*

*DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.*