



2012 ARTSCAPE SUMMER CAMP DIRECTOR

The Harlem School of the Arts, Inc. a community arts school that provides quality arts instruction in four disciplines (music, dance, theatre, and visual arts), is seeking an ArtScape Summer Camp Director to manage its very successful, highly popular arts focused summer day camp in the historic Hamilton Heights section of West Harlem. Responsibilities include: working closely with the CEO and artistic directors to create the arts programming, hiring and managing camp counselors, daily oversight of camp operations, ensuring the safety of campers on site and on field trips, and providing excellent customer service for summer camp families. The 8-week summer day camp for kids ages 4-11 runs from **June 25 - August 17**.

The ideal candidate has had at least 3-5 years experience in summer camp management, enjoys working with youth and artists, is extremely organized and detail-oriented; learns quickly and assumes ownership; works well under pressure; is self-directed (able to initiate and work alone with minimal supervision), yet is a team player; demonstrates excellence in program/project management, with demonstrated proficiencies using Microsoft Office Suite. Must be trained in First Aid, CPR, and RTE, and must have a minimum of two (2), years experience as a summer camp director or high level manager. Implementing high-quality, innovative programming to a wide and diverse public is a plus.

The position is seasonal and will begin as a part-time 20-hr per week position in April and May and transition into a full-time position from June - August. From June 1 to August 24, this position will require approximately 40 hours per week during regular business hours, Monday through Friday, 9:00am to 5:00pm.

To apply, email a cover letter and resume to:

campdirector@hsanyc.org with "2012 Summer Camp Director" in the subject line.

No phone calls, please.