



Corbin Kids Summer Camp 2019 SUMMER CAMP ASSISTANT

Job Title: Summer Camp Assistant
Availability: June 10 through August 16, 2019
Monday through Friday; 11 am. – 3:30 pm. daily or as scheduled
No. Hours: 20-25 hours a week Wage: \$12.00 an hour
Location: Corbin Art Center • 507 West Seventh Avenue • Spokane, WA 99204
(509) 625-6677

JOB DESCRIPTION

The Camp Assistant helps coordinate the Corbin Art Center's Corbin Kids Summer Fine Arts & Crafts Camp for youth ages 3-11 held June 10 through August 16, 2019. The Camp Assistant must be able to lift and carry plastic folding chairs, lift and carry 5 gallon water jug, help move banquet tables and climb a ladder. The job tasks include:

RESPONSIBILITIES

- Coordinate the children's lunch program including the staff shift schedule, policies and procedures, and outdoor games and activities
- Work with the Corbin Art Center Director to implement the Corbin Kids Summer Camp held Monday through Friday during the summer.
- Implement program and building safety policies and procedures.
- Attend instructor training and orientation session.
- Work with the public to provide information on the Corbin Kids Summer Camp Program.
- Prepare instructor clipboards, attendance records and reports, and liability waivers.
- Develop and distribute faculty notices, parent notices, and evaluations.
- Assess art supply needs and maintain supply storage areas.
- Work with camp instructors to develop lesson plans, assist with camps, organize class project prep, and develop related special programs.
- Housekeeping to include daily mopping bathroom floors, restocking supplies,
- Additional duties as assigned

Skills: Computer word-processing

NONDISCRIMINATION No individual shall be excluded from participation in, denied the benefit of, subject to discrimination under, or denied employment in the administration of or in connection with this contract because of race, color, creed, marital status, familial status, religion, sex, sexual orientation, national origin, Vietnam era or disabled veteran' status, age, or disability. The Instructor shall comply with all applicable federal, state and local nondiscrimination laws, regulations and policies.

Corbin Art Center is a program of the City of Spokane Parks and Recreation Department. Employees of the center adhere to the policies and procedures of the City of Spokane, Spokane Parks and Recreation Department, and the Corbin Art Center.