



Corbin Kids Summer Camp 2019 SUMMER CAMP INSTRUCTOR

Job Title: Summer Youth Art Camp Instructor
Availability: June 10th through August 16th, 2019
No. Hours: Vary depending on registrations; Wage: \$16 an hour
Location: Corbin Art Center • 507 West Seventh Avenue • Spokane, WA 99204
(509) 625-6677

JOB DESCRIPTION

Instruct children's fine arts and crafts camps for ages 3-5 or 6-11 during the Corbin Art Center's Corbin Kids Summer Camp Program. Camps operate from 9:00 am. – 3:00 pm. Monday thru Friday during the camp season. Work with the Corbin Art Center Director and staff to implement scheduled camps based on the curriculum outlined in the schedule. The instructor is tentatively hired to teach the camps, however, the class minimum enrollment must be met before the camp will be held. The instructor must be present on the scheduled class dates. The job tasks include:

RESPONSIBILITIES:

- Required instruction skills include organization, good presentation of material, promptness, completing forms and reports, interaction with students, and responsibility.
- The instructor is expected to develop a day-by-day lesson plan outline of the content to be taught during each camp session including teaching methods and materials to be used. Policies and procedures are to be adhered to by the instructor as outlined in the *Corbin Art Center's Summer Camp Manual*.
- General supervision and control of students and spectators in their classroom.
- Prepare art and craft supplies, equipment, and support materials for classroom use.
- Proper care, cleaning, and storage of arts and crafts equipment and supplies.
- Each week leave the facility or classroom in better condition than it was found.
- Work with other Art Center staff.
- Complete required payroll paperwork including payroll enrollment and time sheets, and meet deadlines.
- Attend mandatory instructor meetings to review policies, procedures, and responsibilities.

INSTRUCTOR ASSESSMENT:

When necessary, advice will be given for improvement. Failure to improve may result in termination. Negligence to exercise proper care of equipment and facility will result in employment suspension and possible termination.

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.