



JOB DESCRIPTION FOR CAMP ASSISTANTS AND VOLUNTEERS

Camp Assistants and Volunteers primarily serve as classroom aides and are responsible for helping to ensure that campers have a positive and safe camp experience. Work is completed under the direction of Classroom Instructors, the Camp Director and Assistant Director, and the Arts Council Deputy Director. Camp Assistants must be aged 18 by June 18, 2012, and must be able to commit to at least one full camp session, weekdays 8:45 AM to 3:45 PM. Camp Volunteers must be aged 15 by September 1, 2012.

Duties include:

- Participating in the daily cleaning, maintenance, and set-up of camp classrooms and communal camp spaces (lunchroom, outside areas, etc.).
- Making sure that campers are supervised by an adult (aged 18 or older) staff person at all times during their camp experience.
- Ensuring that campers are signed in and out of the classrooms daily.
- Preparing materials for the day's activities as directed by the Classroom Instructor.
- Assisting campers in successful completion of projects as directed by the Classroom Instructor. Camp Assistants and Volunteers will NOT be creating or completing projects of their own.
- Monitoring and assisting campers in the classroom, as well as during transitions, breaks, lunch times, and other non-classroom activities.
- Communicating camp-related information to parents, students, staff, and the general public as directed by supervisory staff.
- Notifying supervisory staff of any problems, issues or concerns, which may arise with the camp. including, but not limited to supply and equipment issues, disciplinary problems, and any comments of interest made by students or parents.
- Maintaining standards of health and safety for Maryland Camp Certification.
- Maintaining Arts Council and Camp policies and procedures.
- Additional opportunities may be available to assist campers during before and after care, and will consist of duties similar to those outlined above.

Compensation:

The Camp Assistant position is seasonal and is paid at the rate of \$8/hour. The Camp Volunteer position is seasonal and unpaid.



HOWARD COUNTY ARTS COUNCIL
Summer Camp 2012 Volunteer Application
Application Deadline: 3/1/12

Name: _____

Address: _____

City, State, Zip Code: _____

Email: _____ Phone _____ Cell: _____

DATE OF BIRTH: _____ (must be at least age 15 by September 1, 2012)

Note: Accepted volunteers must attend a one-day training session during the week of 6/ 18 –6/22 (exact date tbd).

Please circle all sessions/times you are available to volunteer:

Volunteers may choose to work a half or full day and commit to at least one full camp session. Preference may be given to applicants who can work more rather than less.

June 25-June 29	Full day	AM (8:45-12:15) PM (12:15-3:45)
July 4-day (July 2-3, 5-6)	Full day	AM (8:45-12:15) PM (12:15-3:45)
July 9-13	Full day	AM (8:45-12:15) PM (12:15-3:45)
July 16-20	Full day	AM (8:45-12:15) PM (12:15-3:45)
July 23-27	Full day	AM (8:45-12:15) PM (12:15-3:45)
July 30-Aug. 3	Full day	AM (8:45-12:15) PM (12:15-3:45)
Aug. 6-Aug. 10	Full day	AM (8:45-12:15) PM (12:15-3:45)
Aug. 13-17	Full day	AM (8:45-12:15) PM (12:15-3:45)

Please list ALL conflicts from June 18th until August 17th. If asked to volunteer, you will be expected to be available for training and during the sessions indicated. No conflicts will be honored that are not listed here.

Please tell us about any camp, babysitting, retreat, or other experience working with children.
