



Camp Director

EMPLOYMENT STATUS: Part Time from date of hire with a monthly stipend; Full-time compensation will begin in June

REPORTS TO: Chief Program Officer, Education Manager

SUPERVISES: Camp Staff

BlackRock Center for the Arts, the leading venue for the performing and visual arts in Upper Montgomery County, Maryland provides the community with the highest-level performances, free gallery exhibitions, arts education classes, and offers a summer camp in a welcoming setting close to home.

Mission: BlackRock Center for the Arts brings inspiring performing and visual arts experiences to diverse audiences and young aspiring artists in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.

Position Summary

The Camp Director is a highly effective youth program leader who implements all aspects of BlackRock's Summer 2022 Youth Art Academy Camp programs including the Counselor in Training program, Performing Arts Camp, Art Journeys, and Broadway @BlackRock musical production. The Camp Director is a highly creative individual who leads, plans, implements and empowers Teaching Artists and partners to provide campers with learning experiences that instill a love for the arts in a fun, engaging, and safe environment.

Essential Duties and Responsibilities

The Camp Director will report directly to the Chief Program Officer regarding program development and will report to the Education Manger regarding operations. The Camp Director will also collaborate with the Director of Facilities and the Director of Marketing.

The Camp Director will be responsible for:

Developing programming that will engage youth and inspire love and appreciation for the arts: theater, visual art, music and dance.



- Director will lead the collaborative process of curriculum and program development for the Summer 2022 season for all Youth Art Academy programs: Performing Arts, Arts Journeys, Broadway @BlackRock, Counselor in Training Leadership Development.
- Director will be tasked with creating programming themes that thread through each discipline and will be carried out by professional Teaching Artists.
- Director will consistently collaborate with BlackRock leadership and staff, and partners, including a weekly meeting to update, develop, and lead program initiatives, deliverables, and deadlines.
- Director will supervise implementation of the Counselor in Training Leadership Program.
- Director will supervise the Sports Meets the Arts Camp offered at the Maryland Soccerplex.

Supervising the hiring and training of all camp staff following the BlackRock Camp Handbook and Safety Plan.

- Director will support the Education Manager with Maryland State licensing tasks and carry out guidelines and policies through the safety plan.
- Director will be responsible for the recruitment and hiring of camp staff
- Director will be responsible for evaluation and supervision of camp staff.
- Director will conduct staff training prior to the start of camp.
- Director will oversee the development of the camp program and approve daily schedules, curriculum, and all camp activities.
- Director will facilitate and implement staff meetings, including team building and agenda with aligned outcomes.
- Director will follow all Montgomery County as well as State of Maryland policies and procedures for background checks and other hiring policies.

Supporting the development of program budgeting for camp staff and operational expenses.

- Working alongside the Education Coordinator and the Chief Program Officer, the Director will inventory BlackRock materials, complete Purchase Orders and adhere to budgeting expenditures for camp materials and additional costs such as tech and facility equipment.

Fostering an environment of excellence and inclusion in a safe "arts-for-all" environment.

- Director will be a part of the BlackRock community and will use their presence to engage the camp families, staff, and community at large.
- Director will lead staff and camp in a way that aligns to the BlackRock vision and mission.
- Director will be on site at all times except any approved absences, in which case staffing will be sufficient to cover absence.

Communicating with campers parents/guardians as well as with BlackRock Staff.

- Director will communicate each week with the campers parents including but not limited to a pre-camp communication, as well as one weekly email communicating what to bring, camp procedures, and the activities of the week including pictures and updates.
- Director will demonstrate outstanding communication skills, using clear, concise and professional language when interacting with others.
- Director will report plans, special events and camp happenings to the Director of Marketing to advertise, share, and promote future sessions.



- Director will coordinate and communicate daily schedules, drop-off and pick-up procedures including Covid-19 safety protocols to all stakeholders.

Implementing safety protocols.

- Director is expected to be knowledgeable of and adhere to all safety protocols.
- Director is responsible for training Teaching Artists and CITs on all protocols.
- Director is responsible for ensuring that campers follow safety protocols.
- Director will adjust safety protocols on an as needed basis based on current advisories and recommendations.

Other Job Duties:

- Collaborate and open to ongoing personal and professional growth as it relates to working with a diverse team.
- Work closely with and understand facilities and proper usage and guidelines for camp use.
- Organizes and coordinates the camper groupings and schedule.
- Observes the peer culture to diagnose problems and implement solutions as necessary.
- Follows procedures for handling all difficulties related to health, behavior, and other problems and report incidents to CPO. Development behavior plans and programs as necessary.
- Monitors and ensures appropriate student behavior and adherence to camp rules and regulations.
- Handles emergency situations in conjunction with facilities, CPO, CEO followed by documented incident reporting.
- Assesses the overall program to see if there are any changes that need to be made for optimum functioning.
- Seeks advice and/or assistance from BlackRock leadership as necessary.
- Work effectively with others in all levels of the organization in a professional manner.
- Be responsible, reliable, and safe.
- Always have a positive, can-do attitude.
- Be patient, caring, and creative.
- Produce consistent, high-quality work.
- Demonstrate excellent judgment; identify problems and work quickly to find solutions.
- Be a flexible, adaptive and a team player.
- Other duties as assigned.

Accountability

The Camp Director will receive feedback throughout program development, implementation and a formal performance evaluation in September 2022.

Qualifications

- Bachelor's degree in education, arts education, fine arts, performing arts, arts management or related field is required.
- Prior camp leadership experience.
- Previous experience working with children in a supervisory capacity.
- Prior staff supervision experience.
- Extensive program planning experience.



- Familiarity with and a deep knowledge of a variety of performing and/or visual arts.
- Detail oriented with exceptional organizational and time management skills.
- Superior customer service skills.
- Ability to work independently and in teams.
- Excellent communication and interpersonal skills.
- Able to work both collaboratively and independently.
- Ability to work with a team that is dedicated to BlackRock's success.
- Previous experience with County and State licensing system and requirements preferred.
- Complete other duties as assigned.

ADDITIONAL REQUIREMENTS:

- Must be willing to be fingerprinted and have a full federal and state background check performed.
- Must be willing to participate in First Aid and CPR training held here at BlackRock for camp staff.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work a flexible work schedule, including weekends and evenings, as required.
- Ability to be on their feet for an extended day.
- Work outside without air-conditioning in summer months.
- Respond to emergency situations which may include running.
- Possess physical capacity to fulfill all Essential Job Functions – responsibilities listed above.
- Ability to lift up to 50 lbs.

Compensation and Benefits

This position is a part-time role, from date of hire with a monthly stipend. Full-time compensation will begin in June and throughout the duration of camp. Camp programming begins June 20 – August 19. The Camp Director is responsible for supporting the cleanup and inventory of camp in the days preceding the last day with hourly compensation.

DATE REVISED: OCTOBER 2021

**Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability or national origin.*