

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE: ASSISTANT TEACHER
DEPARTMENT: ART, CHESS, DANCE, NATURE, MUSIC, RECREATION, THEATER
REPORTS TO: DEPARTMENT CHAIR

ABOUT USDAN:

Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

POSITION SUMMARY:

Over an 8- week camp season, Assistant Teachers support Lead Teachers and are responsible for the following:

- Preparing materials and helping clean materials at the end of classes;
 - Assisting with teaching;
 - Providing student supervision during the camp day;
 - Attending training sessions; and
 - Assisting with preparations for exhibitions and performances, when relevant.
- The Director of Education, Department Chair or Coordinator may assign additional supporting responsibilities.

Assistant Teachers work with a team of arts and education professionals to support a diverse body of students.

Successful candidates have a willingness to try new things, welcome feedback, and are able to follow directions. They are adaptable, both in and out of the classroom, and enthusiastic about working with children. They are self-starters as well as collaborators, with the ability to learn and adapt to routines. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

To perform this job successfully, you must be able to work in an outdoor camp environment and communicate with students and other staff effectively. Usdan provides staff with protocols and [instructional philosophy](#) at the beginning of the season that they are expected to read and follow. At the same time, Usdan staff understand that new challenges may arise during the camp season and often work together to problem solve and determine solutions as we go.



JOB REQUIREMENTS

QUALIFICATIONS:

- One year of college study in your art form, education, or the equivalent knowledge, skills, and abilities.
- 1-2 years prior experience working with children preferred.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- Must be [up to date vaccinations against COVID-19](#), before the first day of the camp season. Requests for accommodations are subject to approval by senior management.
- CPR training is not required but a plus

2024 SUMMER SEASON DATES AND TIMES:

- Monday - Friday, July 1 - August 23, 2024, varying shifts 7 AM - 5 PM, closed July 4.
- Pre-season commitments include:
 - o Preseason campus prep in May
 - o Staff Orientation: Saturday, June 1st 9:30AM - 4:30PM
 - o Family Orientation: June 18th (a 2.5 hour event to host families in the studios on campus).

COMPENSATION AND BENEFITS:

- Assistant Teachers will be provided with a stipend to cover all work performed during and in preparation for the camp season. Stipend for an 8-week session starts at \$4,000. Family orientation, staff orientation, and any additional approved studio prep time is paid at an \$16 hourly rate.
- Complimentary use of studio space for their own artistic purposes, pre- and post-season, pending availability; semi-weekly use of swimming pool after camp hours; and occasional use of other facilities (e.g. tennis courts).
- Usdan summer camp tuition discounts for school aged dependents of faculty.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation:
 - Additional opportunities to serve as a bus monitor, which consists of riding the bus to and from camp and supervising students. Faculty and staff will receive a stipend (\$400-\$700)

PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter.

Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

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 physical functions of this position.

TO APPLY:

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.