

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

**JOB TITLE:** SWIM ATTENDANT  
**DEPARTMENT:** SWIM, RECREATION  
**REPORTS TO:** DEPARTMENT ASSOCIATE AND RECREATION 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, Swim Attendants help monitor and supervise students as they enter, participate in, and exit Swim. Swim Attendants are responsible for:

- Checking students into Swim class
- Assisting with buddy checks on deck during Swim class.
- Monitoring changing rooms.
- Complying with Usdan policies and procedures, including daily arrival and departure time

Swim Attendants work with a team of swim and recreation staff to support a diverse body of students.

Successful candidates are flexible and willing to work in all weather conditions. They are enthusiastic about working with children and are able to follow supervisors' directions. They are reliable, punctual, respectful, and organized. They can work independently and on a team. They have a "can-do" attitude with the ability to find "yes." Perhaps most importantly, they have respect and empathy for both students and other staff.

Usdan provides staff with protocols and [instructional philosophy](#) at the beginning of the season that they are expected to read and follow. 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.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Swim Attendants will be expected to follow any other instructions, and perform any other related duties, as assigned by their supervisor.



## JOB REQUIREMENTS

### QUALIFICATIONS:

- Must be at least 18 years old.
- Experience working with children.
- 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
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

### 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 1<sup>st</sup> 9:30AM - 4:30PM
  - o Family Orientation: June 18<sup>th</sup> (a 2.5 hour event to host families in the studios on campus).
- A few swim staff members will have opportunities to work additional hours, compensated at an hourly rate, as a pool cleaner.

### COMPENSATION AND BENEFITS:

- Swim Attendants 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 \$3600. Staff orientation is paid at an 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).
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation:
  - o Free parking on campus
  - o 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.**