

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

<b>JOB TITLE</b>	ASSOCIATE DEAN OF STUDENTS
<b>DEPARTMENT</b>	EDUCATION
<b>REPORTS TO</b>	DIRECTOR OF EDUCATION

### ABOUT USDAN

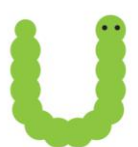
Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, 2023, and 2024! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – come together 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, gain personal independence, and have fun, while developing new skills and techniques in their chosen artforms.

### POSITION SUMMARY

The Associate Deans of Students play a crucial role in ensuring the safety and well-being of students and staff and fostering a positive camp environment. This position requires strong leadership, organizational skills, and a passion for working with children in an outdoor setting. The Dean's office is responsible for ensuring that Usdan's rules and regulations are observed by students, visitors, and staff, and they work to defuse disciplinary issues within Usdan's sphere. They also study and monitor the behaviors, cultures, and structures at play in all of Usdan's programs, suggesting and making changes in response to issues deemed unsatisfactory, unsafe, or outside of the scope of the organization's mission. Finally, they foster clear communications on both the micro (person to person) and macro (administration to entire student body) levels. The Associate Deans will work on Usdan's campus in Wheatley Heights, Long Island, NY, for the 39 full days of the summer season.

### JOB RESPONSIBILITIES

- Enforce safety and emergency procedures set by the organization.
- Serve as a liaison between camp administration, parents and staff.
- Address student concerns, conflicts, and disciplinary issues in accordance with camp policies and procedures.
- Handle confidential information with sensitivity and in a trustworthy manner.
- Partner with the health office to deal with student issues.
- Create a safe, joyful, inclusive, and supportive environment for students, and work to realize the mission and the goals of the organization.
- Attend department and staff meetings and trainings as required.
- Always have student safety as a top priority.



- Model the behaviors of artists; how they think, work, and live.
- Other duties as assigned.

The above job description is not intended to be an all-inclusive list of duties and standards of the position.

## QUALIFICATIONS

- The successful candidate should have: – a bachelor's degree in education, the arts, psychology, sociology or a related field or equivalent knowledge, skill and abilities. minimum two years experience teaching children or young adults.
- Understand the stages of childhood development and behavior.
- Previous experience working in a leadership role.
- Ability to think well on feet.
- Use unstructured time constructively.
- Ability to work individually and as part of a team.
- Proven track record in handling sensitive situations.
- Usdan is an inclusive and diverse environment that requires leadership staff to exhibit exceptional levels of respect.
- Demonstrated ability to manage and motivate a diverse team of staff members.
- Previous experience dealing with parent communication in camp or academic settings.
- Knowledge of the artistic disciplines taught on Usdan's campus, and of current issues in education such as diversity, sexuality, gender identity, etc.
- 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.
- CPR training is not required but a plus.

## 2025 SUMMER SEASON DATES AND TIMES

Monday - Friday, June 30 - August 22, 2025, 8:30AM - 4:00PM, closed July 4.

Pre-season commitments include:

- Staff Orientation: Saturday, May 31, 9:30AM - 4:30PM
- Family Orientation: Wednesday, June 18, 5:00PM - 7:30PM

## COMPENSATION AND BENEFITS

- \$8,000 Stipend, at least 37 hours per week in season.
- \$25 per hour for trainings.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.

## 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.

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.
- Please submit a cover letter.

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.