

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE	DRIVER
DEPARTMENT	CAMP ADMINISTRATION
REPORTS TO	ASSOCIATE DIRECTOR OF CAMP ADMINISTRATION

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 Driver will be responsible for monitoring and escorting students using a camp vehicle on campus at Usdan Summer Camp for the Arts.

- The driver is friendly, outgoing, lover of the arts, who is focused on growing and learning.
- Work enthusiastically with children, be flexible and be able to follow directions.
- Must be authentic, reliable, respectful, thoughtful, and organized.
- The driver will be a self-starter as well as a collaborator.
- The driver must have excellent communication skills and be able to communicate well with students, staff, peers, nurses and parents and react quickly in safety sensitive situations, while respecting confidentiality and privacy.

JOB RESPONSIBILITIES

- Ensure student safety is a top priority.
- Transport students to bathroom, nurse or other areas of campus as needed, adhering to Usdan's supervision standards
- Attend department and staff meetings and trainings as required.
- Be able to work individually and as a part of a team.
- Use unstructured time constructively.
- Help to create a joyful, fun and engaging atmosphere for all students and staff at Usdan. • 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

- Be 18 years of age as of June 30, 2025.
- Experience working with children.
- Valid Driver's License and impeccable driving record.
- 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.
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

2025 4B SUMMER SEASON DATES AND TIMES

Monday - Friday, July 28 - August 22, 2025, 9:15 AM - 3:15 PM.

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

- \$1,935 stipend, \$16.50hr for trainings.
- Semiweekly 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.

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>

- Please submit a cover letter.
- 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.