

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

<b>JOB TITLE</b>	Greeter
<b>DEPARTMENT</b>	Student Affairs
<b>REPORTS TO</b>	Senior Director of Student Affairs

### ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, and 2023! 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, develop personal independence, and have fun, alongside their art making.

### POSITION SUMMARY

The Greeter is responsible for liaising between visitors and the front office to provide an excellent experience on campus.

- Greeting parents at parent drop off before camp and pick at end of camp.
- Liaising with front office staff to coordinate student late drop off/early pick-up during the camp day.
- Greeting visitors and helping them find their way around campus.
- Reporting any issues to Associate Director of Student Affairs/security.
- Other duties as assigned.

### JOB REQUIREMENTS

This position requires a welcoming demeanor.

- Friendly and professional disposition.
- Reliable method of transportation to camp.
- Ability to work all day outdoors.
- 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.
- 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 9:00AM - 3:30PM, closed July 4.
- Pre-season commitments include:
  - Preseason campus prep: May.
  - Staff Orientation: Saturday, June 1, 9:30AM - 4:30PM.
  - Family Orientation: Tuesday, June 18 (a 2.5-hour event to host families in the studios on campus).

## COMPENSATION AND BENEFITS

- \$16hr, at least 25 hours per week in season
- 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:
  - 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. There will likely 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.