

**CHASTAIN ARTS CENTER**  
**ART a la CARTE SUMMER ART CAMP**  
**2010**  
**Art Assistants' Guidelines**

**General job description:** The primary responsibility of this position is to assist the lead teachers with art camp activities. Camp assistants are expected to help set up rooms for activities and clean up afterwards; at lunch time and break time they will be responsible for entertaining the children with reading, games, etc. This staff person is under the direct supervision of the lead teachers. All camp positions report to Amanda McGee, camp coordinator, who reports to Erin Bailey, Chastain Arts Center Supervisor.

**Requirements:** Some art experience is helpful, as well as some experience working with younger children (babysitting, etc.). First aid training is an advantage. Assistants must be able to follow directions, act maturely, be punctual, and be enthusiastic. Experience with group games and/or creative game ideas are a must! Appropriate dress is required (**no flip-flops, short-shorts, crop tops or shirts with inappropriate slogans**).

**Schedule:** Assistants work Monday through Friday. Hours depend on the section of camp to which the assistant is assigned (Small Fries 9-1, Spuds 9-3). Camp staff must bring a lunch and remain on the premises during the entire camp period. Camp starts on June 7 and ends on August 13. There will be a mandatory orientation day before camp starts. Scheduling preference is given to returning assistants and assistants who commit to work more weeks.

**Compensation:** Valuable work experience, a chance to take classes at a reduced rate, and a stipend.

**Duties include, but are not limited to:**

- Help set up rooms in the morning, and clean up in the afternoon.
- Escort children to the bathroom or water fountain.
- Assistants will be assigned to one teacher each week, on a rotating basis. During class, assistants try to give one-on-one attention to each student; help kids who are struggling; offer encouragement, etc.
- Help display finished projects, organize each child's work.
- If there is time, try a project along with the kids. **Set an artistic example!**
- In creative movement or yoga class: **Participate!** Unless asked to supervise restroom trips or prepare for another activity, assistants in movement classes should participate and help lead.
- At snack time: Supervise children, unless taking a group to the restroom. Make sure kids clean up trash. Help with the class rotation, especially the youngest campers.
- At lunchtime: Be outside with the children. Bring the big trashcan outside and collect trash before games. Organize games, scavenger hunts, or reading during the lunch period. If anyone needs to get inside out of the heat, you may be assigned to supervise the group inside with table games, reading, or other quiet activity. **Games and lunchtime activities are very important and are the responsibility of the assistants!**
- At Carpool time: Clean classrooms, change paper on the tables, wash brushes, sweep, etc., while instructors escort the children out to carpool.