

School of Arts & Culture

Mexican Heritage Plaza

TITLE: Camp Counselor (Plaza Summer Camp)
REPORTS TO: Arts Education Manager
LOCATION: Mexican Heritage Plaza (1700 Alum Rock Ave, San Jose, CA 95116)
TYPE: Seasonal Full-time (38 - 40 hours a week)
COMPENSATION: \$20-\$25 per hour

POSITION DESCRIPTION

The School of Arts and Culture at Mexican Heritage Plaza (SOAC) is a cultural institution that serves both the creative sector and its local neighborhood. SOAC is seeking creative team players to fill the roles of **Camp Counselors** for seasonal full-time positions. Camp Counselors take direction and report to the Arts Education Program Manager in the execution of their duties and responsibilities.

Camp Counselors will work M - TH from 8:30 am - 4:00 pm and attend weekly staff meetings on TH from 3:30 - 4:30. Responsibilities include supporting various tasks throughout the camp day. Each camper group will be overseen by two camp counselors who work as a team. The primary role involves safely co-leading camper groups within the Plaza while assisting teaching artists during their lessons in Music, Dance, Visual Arts, Musical Theater, and Sports. Additionally, counselors will manage the setup and cleanup of supplies, provide guidance to small and large groups of children, and communicate the needs of children and families effectively. They will also ensure the safe supervision of students during up to two camp field trips per session.

The compensation for this role is \$20-\$25 per hour for approximately 38-40 hours per week, with some flexibility based on need and supervisor approval. Applications and nominations will be accepted until all positions are filled.

Start Date: June 3, 2024

End Date: August 1, 2024

Training: TBD the week of June 3 - June 7, 2024

Session 1: June 10, 2024 - July 3rd, 2024 (Camp closed Wednesday, June 19, 2024)

Session 2: July 8, 2024 - July 31, 2024

ORGANIZATIONAL BACKGROUND

The School of Arts and Culture at MHP (SOAC) envisions a world where creativity inspires compassion and vibrant communities. The organization's mission is to catalyze creativity and empower community. SOAC is guided by the following values:

- **CREATIVITY:** We believe in the transformative power of the arts. Creativity is the foundation of our humanity.
- **HERITAGE:** Heritage encompasses cultural traditions and foundations that groups share. We connect to our collective past experiences as they inform and help to define current contexts and future hopes. We celebrate our heritage even as we create new experiences.
- **INCLUSION:** Inclusion is a state of belonging. SOAC believes that equitable access to resources ensures a thriving community. Therefore, the Mexican Heritage Plaza is open and welcoming to everyone.
- **PLACE:** The concept of place is broader than a single facility. As an anchor organization for East San Jose, the SOAC activates the vibrancy and celebration of our local community. We take pride in the richness and potential of our Eastside neighborhoods.
- **SERVICE:** SOAC considers itself a servant of the community. We recognize that in order to inspire leadership, we must approach every interaction from a place of humility and respect.

With a dynamic staff, the SOAC delivers unique classes, activates the Mexican Heritage Plaza (MHP) through community events, and offers cultural programs that embrace all, while rooted in Mexican Arts. By activating the MHP, the SOAC serves local residents engaging over 150,000 people annually in community events and arts experiences.

GENERAL RESPONSIBILITIES AND DUTIES

- Supervise an assigned group of campers (divided into groups by grades) 1st-8th during the camp day to ensure the safety and well-being of each camper
- Work as a team with your co-camp counselor leader
- Be a role model to campers and staff by maintaining a positive attitude when interacting with campers, other staff, and camp families while setting a good example to campers and others in regard to general camp procedures and practices, including sanitation, schedule, and sportsmanship
- Lead and co-lead a variety of camp activities for your camper group, including but not limited to: arts and crafts, sports, water play, classic camp games, and teambuilding
- Assist and participate in the camp teachers' lessons and activities
- Assist teachers and campers during tech week (rehearsals) and showcase performances
- Create and actively promote a comfortable and welcoming environment where every participant is treated with dignity and respect in a friendly, personalized manner
- Create positive group dynamics, fostering connections and positive group growth, and be intentional throughout camp to promote and teach positive values
- Attend required staff meetings and pre-camp training
- Ensure that all spaces used within the Plaza and program equipment are clean and well-maintained
- Adhere to and enforce Camp policies and procedures, including additional COVID-19 safety measures, and operate all activities in a safe manner
- Maintain high standards of health and safety in all activities for campers and staff
- Represent the School of Arts and Culture in a professional manner and provide excellent customer service and handle parent concerns and questions promptly and appropriately; inform Managers when relevant
- Reinforce camp communication; remain well informed of camp schedules and activities and work with Managers to facilitate camp operations while guiding students through the schedule of activities
- Perform other related duties as assigned by management

REQUIRED QUALIFICATIONS

- 1) At least 18 Years of age + High School Diploma or GED Equivalent
- 2) 1+ years of experience teaching youth in a camp, class or other recreational setting
- 3) Bilingual in Spanish is a plus
- 4) Cultural sensitivity and awareness to the unique challenges and opportunities of the East San Jose community
- 5) Thoughtful, compassionate, perceptive, visionary, action-oriented, bilingual, multicultural, trauma-informed
- 6) Adjust quickly to changes with an open mind and flexibility
- 7) Recognize and respond to emergencies
- 8) Ability to meaningfully engage with all age levels in the camp
- 9) Strong interpersonal and communication skills. Ability to communicate information clearly (both written and oral)
- 10) Has a strong sense of collaboration, teamwork, and service in their approach to the work as Camp Counselor.
- 11) Ability to make sound independent judgments and decisions when circumstances arise
- 12) Positive, upbeat, and enthusiastic about working with children
- 13) Ability to work effectively and cooperatively with a diverse group that includes SOAC staff, parents, children, and the public
- 14) Must pass a background check which allows work with children
- 15) Must provide proof of vaccination against Covid-19 including a booster vaccination

HOW TO APPLY

- 1) Submit in a single email to Rojana Ibarra at rojana@schoolofartsandculture.org and Santi Garcia at santi@schoolofartsandculture.org, with the subject line "Application: Plaza Camp Counselor Position"