

School of Arts & Culture

Mexican Heritage Plaza

TITLE: Extended Care Camp Counselor (Plaza Summer Camp)
REPORTS TO: Arts Education Manager
LOCATION: Mexican Heritage Plaza (1700 Alum Rock Ave, San Jose, CA 95116)
TYPE: Seasonal Part-time (15 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 **Extended Care Camp Counselor** for seasonal part-time positions. Extended Care Camp Counselors take direction and report to the Arts Education Program Manager in the execution of their duties and responsibilities.

The **Extended Care Camp Counselor/Closer** will work M-F from 3:00-6:00 pm. They will monitor camper safety during the extended care camp period while leading fun and engaging games and activities with the campers. Counselors working in extended care ensure children are safely signed out by an authorized parent or guardian when picked up. These counselors will also be in charge of set-up and clean-up for the extended care period of the camp day. General responsibilities and qualifications for both roles can be found on the next page.

The compensation for this role is \$20 - \$25 per hour for approximately 15 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

- Plan, set up, and clean up extended care activities
- Oversee sign-out of campers in extended care
- Assist in closing up camp, ensuring all equipment is put away and all rooms are closed
- Keep an eye out for people entering the Plaza, making sure they are here for pick-up or to meet with SOAC staff.
- Be a role model to campers and staff by maintaining a positive attitude when interacting with campers, other staff, and camp families, and set a good example to campers and others in regard to general camp procedures and practices, including sanitation, schedule, and sportsmanship
- Adhere to and enforce Camp policies and procedures, including additional COVID-19 safety measures, and operate all activities in a safe manner
- 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
- 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 foster 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
- Maintain high standards of health and safety in all activities for campers and staff
- 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 working with youth in a camp or other recreational setting
- 3) Knowledge of the Mexican Heritage Plaza facility
- 4) Adjust quickly to changes with an open mind and flexibility
- 5) Recognize and respond to emergency situations
- 6) Ability to meaningfully engage with all age levels in the camp
- 7) Strong interpersonal and communication skills. Ability to communicate information clearly (both written
- 8) and oral)
- 9) Has a strong sense of collaboration, teamwork, and service in their approach to the work as Camp Counselor.
- 10) Ability to make sound independent judgments and decisions when circumstances arise
- 11) Positive, upbeat, and enthusiastic about working with children
- 12) Ability to work effectively and cooperatively with a diverse group that includes SOAC staff, parents, children, and
- 13) 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: Extended Care Camp Counselor Position"