

assemble

a community space for arts + technology

Camps Coordinator and Teacher

FLSA Status: **Exempt**

Job Status: **Full Time**

To Apply: Interested applicants should submit a resume, 3 references (including your most recent supervisor), copies of all required clearances, and a letter of interest to jobs@assemblepgh.org by 11:59 pm, EST Monday, March 30, 2020. No phone calls, please. Please send questions to nina@assemblepgh.org.

Camps Coordinator and Teacher Job Responsibilities: The Camp Coordinator is responsible for planning, coordinating, and executing Assemble summer camps and day camps. This person will collaborate with Assemble teachers to deliver programming and lessons. They are the backbone of success for all Assemble camps. They are responsible for the logistics and creative theming aspects of the camp. In addition to camp coordination, this person will teach four days a week throughout the school year. During the summer, this role is solely dedicated to Summer Camp delivery Camp Coordination.

In addition to camp coordination, this person serves as an Assemble Teacher, responsible for planning and delivering STEAM-based programs. They actively engage to build a culture of making and inquiry. They work with and report back to the Platform Program Manager (PPM) on Assemble's current program offerings, to explore new program opportunities, and to help expand organization's capacity to fulfill its mission and vision. They also are expected to work collaboratively with all staff as needed. Being a teacher is a representation Assemble.

Reporting Structure:

The Camps Coordinator and Teacher report to and are evaluated by the Platform Program Manager (PPM).

Defined terms:

Day Camps - Day Long Programs that run from 9am - 4pm on days that students do not have school over the school year. Assemble follows the Pittsburgh Public School Calendar

Summer Camps - Week-long programs that run Monday through Friday 9am - 4pm throughout the summer, typically 9 weeks from mid-June to mid-August

Pre and Post Camp - Extra care time provided to parents to drop off their students at 8am for Pre camp and pick up by 5pm for Post camp. This is offered for both day and summer camps.

Job Duties and Expectations:

- **30% – Coordinate Assemble Day Camps and Summer Camps**
 - Coordinates all in-house camp programs and attends coordinator meetings
 - Responsible for developing contemporary and contextual themes for Day and Summer Camps

- Writes camp blurbs to be shared with the Marketing and Development Manager for camp outreach and marketing
 - Leader in designing goals and logistics for the camps
 - Writes camp lesson plans in collaboration with co-teachers
 - Serve as Lead Teacher for Day Camps when necessary or when sign-ups are low.
 - Assists lead Teachers in facilitating the delivery of Science, Technology, Engineering, Art and Mathematics (STEAM) activities and lesson plans during regularly-scheduled camp
 - Responsible for all camp food distribution logistics such as morning and afternoon snacks as well as lunches when applicable
 - Responsible for any reporting for assisted food programs
 - Attends any training required by the PA Department of Education for Summer Food Programs.
 - Meets and collaborates with teaching team, clearly communicating any needs and issues at hand to PPM
 - Maintains a clean environment and performs any necessary set up and cleanup related to the program
 - Assists Teachers, Assistants, Volunteers, and intern with student care during free time, lunch, and recess
 - Assists in managing students' behavior while promoting a positive learning environment
 - Leads end-of-camp teacher debrief meeting
 - Maintains professional interaction with makers, students, on-site contacts, parents, and other points of contact necessary to conduct program
 - Adapts to unplanned events or unexpected changes quickly and professionally
 - Welcome students and families in our space as well as build relationships
 - Monitors hard copy attendance during sign in/out and updates digital attendance records.
 - Answer the phone if needed
 - Distributes pre/post surveys to students
 - Document the camp - take photos of the camp and gather quotes from students, save them into the drive in a timely manner
 - Works with summer camp interns as team leader
 - Assist Executive Director in collecting any Grants Related content to sustain camp programs, most listed above.
 - Serves as a representative for Assemble in community events
- **70% - Teaching**
 - Facilitates the delivery of Science, Technology, Engineering, Art and Mathematics (STEAM) activities, and lesson plans during regularly-scheduled program workshops and summer camps
 - Writes and/or adapts workshop curriculum using existing best practices in STEAM and Maker education
 - Communicates program/project themes with the Marketing and Development Manager for outreach and recruitment
 - Attend and participate in teaching team meetings and ensures ongoing collaboration with teaching team, clearly communicating any needs and issues at hand with PPM

- Coordinates with the PPM regarding the use of available materials at Assemble and digitally submit material requests in advance of specified program workshops or summer camps
- Fills out and submits weekly workshop debrief form with teaching team to reflect on and improve program
- Collects and distributes any necessary permission forms and contact information required for program participants and immediately informs the PPM of any changes
- Records and reports student attendance
- Ensures that all evaluation forms are administered to individual students at each workshop or camp, including photo documentation and other qualitative data
- Attends all mandatory trainings, professional development (PD) sessions, and all-teacher meetings
- Maintains a clean environment and performs any necessary setup and cleanup related to the program
- Works with PPM to coordinate at least one Guest Maker-led workshops for programs
- Manages classroom behavior while promoting a positive and welcoming learning environment
- Remains aware of program timeline and adheres to the established timeline
- Maintains professional interaction with co-workers, makers, students, on-site contacts, parents, and other points of contact necessary to conduct program
- Adapts to unplanned events or unexpected changes quickly and professionally
- Carry out other duties as needed in order to sustain programs and assist co-workers

Job Qualifications:

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- Strong desire and ability to learn and share knowledge is required
- Must have valid driver's license or ID
- Have a car and be willing to drive teaching team members is preferred
- Must have current clearances for PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, and Mandated Reporter Certificate
- Bachelor's degree preferred and or equivalent work experience in an out of school or educational setting
- Competent with Email, Google Drive, and Google Documents
- Excellent and effective written, verbal, and nonverbal communication skills.
- Lesson plan and curriculum writing experience preferred
- Attentive to detail as to uphold the quality and goals set for Assemble's program
- Ability to communicate with a range of people from children, teens, parents, peer Assemble Teachers, Assemble managers, and other summer camp provider liaisons
- Effective mediation skills and ability to work through conflict, for adults and children
- Strong collaboration skills and must be reliable
- Commitment to anti-oppression work
- Background and comfort working with youth of diverse identities and experiences
- Experience with STEAM or Maker Education education preferred, both low and high-tech
- Attentive to culturally relevant pedagogy and restorative justice methods
- Attentive to detail as to uphold the quality, and goals set for Assemble's program
- Must be able to adapt to flexible work hours and environment with evolving program priorities

- Working knowledge and interest in youth-oriented computer programming language (e.g. scratch, Minecraft, etc.), robotics, VR, AR, AI, microcontrollers (Makey Makey), rapid prototype methods like the laser cutter and 3d printers, in a learning environment is preferred

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