POSITION DESCRIPTION

Job title: Camp Imaginate Youth Program Associate
Classification: Seasonal, nonexempt, temporary position: 30 hrs a week for ~5 weeks
Benefits: Accrued sick pay.
Compensation: $23/hr
Location: Principally based at Camp Imaginate, located at Grace Fellowship Church, 3265 16th Street in San Francisco, and community field trip sites
Supervises: n/a
Reports to: Youth and Community Programs Manager
Application Review Begins: June 1st, 2024

ORGANIZATIONAL CONTEXT

Creativity Explored is a San Francisco nonprofit that partners with people with developmental disabilities to create an artistic, studio-based collective where the creative capacity of any person can flourish. We do this by placing the work, needs, culture, and experience of artists with developmental disabilities at the center of the community in a way that honors humanity, respects self-agency, and nurtures creative potential.

CE is a warm, fast-paced, and fun place to work, with a long-serving multidisciplinary staff that is deeply committed to our community. A San Francisco icon, CE was named Best Nonprofit this year.

Creativity Explored is an equal opportunity employer committed to building and sustaining an equitable and inclusive work environment where diversity is celebrated and valued. BIPOC, people with disabilities, and bilingual/bicultural individuals are strongly encouraged to apply.

POSITION OVERVIEW

CE's Camp Imaginate Youth Program Associate will help foster an inclusive and fun art camp for youth of all abilities by ensuring the camp runs smoothly and campers feel supported. They will focus on the needs of disabled campers, helping them fully access the curriculum, and adapt activities to support their success at camp.

Day-to-day, the Youth Program Associate will be part of a team who provide support to campers with disabilities in areas such as eating, toileting, clean-up activities, and adaptive artmaking. Equally important, they will listen closely to campers with disabilities in an effort to understand and support their larger goals for camp, and collaborate with staff to help Camp Imaginate offer experiences that best meet individual and group needs and desires.

The Youth Program Associate will provide support to Camp Imaginate Teaching Artists who will be teaching multiple classes of 7-8 students a day, specializing in drawing and painting, digital art, fiber arts, or ceramics. They will provide 1-1 support for individual campers in daily person-centered art activities, promote agency in their art-making practice, ensure camper safety, and give support on weekly field trips to arts-related locations to enrich students' learning experiences.

The Youth Program Associate may also support programmatic and administrative elements of the camp. The ideal candidate will foster creativity and curiosity for youth of all abilities, be attuned to the daily needs of each camper, and be passionate about providing high quality arts programming for youth with disabilities.
The Camp Imagnate Youth Program Associate will work collaboratively with their fellow Youth Program Associates, Teaching Artists, the Youth and Community Programs Manager, and other Creativity Explored administrative and direct service staff.

**KEY RESPONSIBILITIES**

**Camper Support**
- Provide floating support for the multiple classes of 7-8 students a day, fostering a fun and inclusive art-making environment in focus areas of drawing and painting, digital art, fiber arts, and ceramics
- Support Teaching Artists in set up and clean up of supplies and art-making spaces at the beginning and end of each day
- Assist campers with disabilities with activities of daily living as needed, such as:
  - Toileting (assisting with undressing, wiping, etc.)
  - Eating (preparing food, feeding, preparing drinks, holding cups, etc.)
  - Moving (transferring an artist from a wheelchair to studio chair, helping with outerwear, etc.)
  - Clean-up activities and gathering belongings (help keep the studio, kitchen and bathroom areas hygienic and well-organized)
- Apply adaptive art-making techniques, with Teaching Artist guidance, to assist artists with their art making practice and art making goals
- Support weekly field trips to art-related locations, enriching students' learning experiences, and supporting accessibility and inclusivity for campers with disabilities on the excursions

**Daily Camp Operations**
- Check campers in and out at the beginning and end of day
- Accurately gather and track camper information
- Provide excellent communication and coordination with campers’ families
- Supervise and support campers during meals and breaks throughout the day
- Prepare and distribute snacks as needed
- Follow and implement all camp safety protocols
- Help lead all-camp activities like group warm-up, announcements, Summer Learning Day for campers and their families, and culminating exhibition events
- Support Youth and Community Programs Manager in special projects such as preparation for the culminating exhibition, field trip coordination, data collection or survey distribution
- Other duties as assigned

**Organizational Relationships**
The Camp Imagnate Youth Program Associate is expected to work productively in a team environment, and to foster open communication with staff across the organization to produce communications that support the organization’s mission and goals. They are also expected to work towards embodying the four components of CE’s Staff Philosophy: Community, Creativity, Collaboration, and Compassion.

**Compliance with Policies and Procedures**
The Camp Imagnate Youth Program Associate will comply with established Creativity Explored policies and practices.
KEY SELECTION CRITERIA
● Completed or currently completing a post-secondary education in fine arts, education, disability studies, or other arts education field, or equivalent experience.
● A strong connection with CE’s mission, including the ability to advocate for Camp Imaginate campers’ self-identified needs
● Knowledge of and/or passion for disability justice preferred
● Minimum 2 years experience working with children ages 11-18 preferred
● Previous experience working with people with disabilities preferred
● Possess computer skills to use applications such as Google and Microsoft Suites
● Growth mindset, with strong ability to collaborate with people across the organization, campers and their families
● Team orientation, with demonstrated ability to work effectively with diverse groups of people to create a positive team environment
● Bilingual/bicultural a plus; We specifically encourage applications from Mandarin, Cantonese, Spanish, and Vietnamese speakers

ADDITIONAL PHYSICAL REQUIREMENTS
● Ability to lift up to 50 pounds
● Capability of providing physical assistance to individuals with physical disabilities (movement of wheelchair)

TRAINING REQUIREMENTS
● Complete and maintain CPR, First Aid, and AED certification (initial certification to be completed within 14 days of date of hire)
● Workplace Harassment Training
● Receive additional training as necessary to support artists’ needs
● Week-long Camp Imaginate training session, the week of June 24th

OTHER INFORMATION
The Camp Imaginate Youth Program Associate position is a seasonal, nonexempt, temporary position with a contract end date of August 5th, 2024. Most work takes place during M-F business hours with this position requiring 100% of their time in person. The position receives accrued sick leave time.

Offers are subject to satisfactory Criminal Records Clearance, CACI Clearance, National Sex Offender Registry Review, and proof of negative TB test results completed within the last year.