

Summer Arts Adventures Program: Arts Class Assistant

Job Description

Summer Arts Adventures class assistants will work with students during summer classes at The Arts Center. The class assistant will help the lead counselor, teaching artists, and the program coordinator before, during, and after classes by prepping materials, participating in activities, maintaining safety, and modeling positive behavior.

15 – 30 hours a week, mornings and/or afternoons Tuesdays – Saturdays

\$14.70/ hour

Roles and Responsibilities

- Assist teaching artists with materials prep before class & clean up after class
- Help maintain safety for children
- Supervise children during classes and breaks
- Follow directions from staff supervisors and support classroom needs of instructors

Requirements

- Able to pass background check (for safety of children)
- Must be able to arrive on time for shifts
- Attend paid training before program starts
- Interest in working with children and art
- Ability to model positive behavior and creativity
- Ability to work with a team
- Good communication skills with supervisors

For more information or questions, contact:

Carl Conner

Arts Learning Program Coordinator

The Arts Center

Email: artslearning@theartscenter.net

Phone: 541-754-1551 x.655

Summer Arts Adventures Program: Lead Arts Class Assistant

Job Description

The Summer Arts Adventures Lead Class Assistant (Lead Asst.) will work with students during summer classes at The Arts Center. The Lead Asst. will help coordinate support for teaching artists, the program coordinator, and other class assistants before and after classes by being a leader for the team of class assistants, maintaining safety, and modeling positive behavior.

15 – 30 hours a week, mornings and/or afternoons Tuesdays – Saturdays

\$15.20/ hour

Roles and Responsibilities

- Oversee student drop-off and/or pick-up
- Help coordinate coverage of program needs during class/shift transitions and breaks
- Help maintain safety and supervise children
- Follow directions from staff supervisors and support classroom needs of instructors

Requirements

- Able to pass background check (for safety of children)
- Must be able to arrive on time for shifts
- Attend paid training before program starts
- Interest in working with children and art
- Ability to model positive behavior and creativity
- Ability to work with a team
- Good communication skills with supervisors

For more information or questions, contact:

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Summer Arts Adventures Program: Arts Class Assistant
Application for Employment

Name: _____ Birthdate: _____
Last First Middle initial

Address: _____ City: _____ State: _____ Zip: _____

Home phone: _____ Cell: _____

E-mail: _____

Would you like to be considered for the Lead Class Assistant position? (*see description*) Yes No

List any skills or experiences pertinent to the position:

Please answer the following questions: (Attach additional pages if necessary)

1. Describe why you want to work with the Summer Arts Adventures Program at The Arts Center.

2. List/describe any relevant extracurricular activities you have been involved with (clubs, volunteer work, hobbies, etc.)

EMPLOYMENT HISTORY

Please list the most recent work experience that pertains to the position for which you are applying.

Employer/company: _____
Address: _____
Supervisor's name/phone: _____
Employed from _____ to _____

Duties:

Reason for leaving: _____

May we contact this employer for a reference? Yes No

Employer/company: _____
Address: _____
Supervisor's name/phone: _____
Employed from _____ to _____

Duties:

Reason for leaving: _____

May we contact this employer for a reference? Yes No

EDUCATION

School name & location	Fields of study/major	Degree Type	Dates attended/ hours completed	Graduated? (yes or no)

PAST JOB REFERENCES

Name	Phone #	Relationship

I certify that the answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character, and qualifications. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Signature Date

How did you hear about this position? (Answer is optional and will not affect your application)

REFERRAL:

- ___ Arts Center employee
- ___ Advertisement
- ___ School
- ___ Employment agency
- ___ Internet
- ___ Other (please specify) _____