UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of "neighbors helping neighbors to grow and thrive." Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children's Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Summer Arts Program Seasonal Lead Art Instructor

GENERAL DESCRIPTION. The Children's Art Centre's Vacation Arts Program is a full day, arts-based program for children ages 4.5 to 12. Children will engage in visual arts projects, and are encouraged to work on original creations with freedom to use their imaginations for innovation and creative problem-solving. The Vacation Arts Program is a non-competitive environment that encourages each young artist to develop their interests, grow in their own personal style and work with others as they explore the world of art. Children also participate in additional weekly enrichment classes such as yoga and dance and attend an arts and cultural field trip every Friday.

Summer Arts Program Seasonal Lead Art Instructor will report to the Site Coordinator to gain valuable professional experience in youth development and classroom management.

QUALIFICATIONS Applicants will be selected based on the following qualities/ credentials

1. Must be at least 18 years of age and have a high school diploma or equivalent, with at least 6 months experience working with school-age children
2. A Bachelor's Degree or an Associate's Degree is preferred, and have at least 3 months of experience working with school-age children
3. A thorough knowledge of visual art/craft-making techniques and the ability to adapt techniques to age-appropriate lessons for children
4. Experience preparing art-based lesson plans, preparing materials and leading classes for a diverse group of children (age, ability, etc)
5. Have a demonstrated interest and commitment to working with children and families is necessary
6. Ability to collaborate and work with others on a team

RESPONSIBILITIES

1. Directly supervise groups of 12 children between the ages of 8 – 12 years old
2. Experience preparing art-based lesson plans, preparing materials, leading classes and other structured activities
3. Maintain a safe, welcoming and clean environment
4. Supervise free-time, help to serve meals, and chaperone children on field-trips
5. Delegating tasks for to interns and volunteers to complete
6. Complete other duties as assigned.

<u>SCHEDULE/DATES</u>
Monday – Friday June 22, 2015 – August 28, 2015   Shift: 8:00 am – 4:30 pm

*Staff are required to be or become first aid and CPR certified and are responsible for booking their training before the start of the program. Expenses will be covered by the organization.

<u>PHYSICAL REQUIREMENTS</u>
- *Must be able to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and be capable of repetitive motion*
- *Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly*
- *Work requires close visual acuity*
- *Position is not substantially exposed to adverse environmental conditions*

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply, please email resume and cover letter to <u>humanresources@uses.org</u>. In the subject line, please specify the position to which you are applying. No phone calls, please.