



JOB OPENING

JOB TITLE	CAMP COORDINATOR – CULTURAL ARTS
ABOUT THE CITY OF FARMINGTON HILLS UNPLUGGED SUMMER CAMPS:	<p>The City of Farmington Hills is pleased to provide half-day and full-day summer camps for the community and surrounding regions. Occurring at multiple locations throughout the City, more than 500 campers per week are engaged in quality general day camp and specialty camp opportunities including sports, visual arts, music, theatre, dance, nature, field trips, and more.</p> <p>Come work with us:</p> <ul style="list-style-type: none"> • Makeup to \$800 per week – possibly more with Specialty Camps! • Many positions start at \$14 or more per hour. • Incentives include referring a friend, commitment prizes, and a summer reward program. • Camp Staff have consistent schedules with summer evenings and weekends free
POSTING DATE	February 9th, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/Cultural Arts
EMPLOYEE GROUP	Temporary/Part-time
START DATE & WORK SCHEDULE	May 2024 Monday-Friday, 35+ hrs per week.
PAY RATE	\$15.50-\$17.50 per hour
PREVIOUS WORK EXPERIENCE	Experience working with and/or supervising children is required. Education classes or experience in camp, youth programs, recreation, working with children, or in a related field. Experience working within arts-based programming a plus (Visual Arts, Dance, Theatre, Music).
EDUCATION:	High School graduate required plus some college experience preferred
SPECIAL SKILLS & TRAINING	Upon hire, completion of First Aid and CPR certification. Ability to work as a member of a team and accomplish tasks with little direct supervision. Strong organization and communication skills. Ability to work with individuals of all ages as candidate will interact regularly with camp staff, young campers and their families. Patient, diplomatic, dedicated and energetic for maximum leadership and effectiveness. Attention to detail and timely attendance. Candidates must have valid driver license and a working phone
BASIC RESPONSIBILITIES	Under the direction of the Farmington Hills Special Services Cultural Arts camp leadership team, the Cultural Arts Camp Coordinator will aid in assignments including, but not limited to: supervise children; support Camp Specialists and Camp Assistants; print and deliver rosters; order supplies; substitute if needed; conduct daily check-ins; attend theatre camp performances; other tasks as assigned. Additionally, the Cultural Arts Camp Coordinator will ensure that staff

	and camps are providing a clean, organized, safe, and fun experience. Maintain accurate program records.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Applications are also available at The Hawk, 29995 12 Mile Road, Farmington Hills, 48334. Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER