Job Title: Drama Instructor
Position reports to: Camp Director; Day Camp Coordinator
Salary Range/Hours: $12 to $18 per hour; 35 Hours per week

Position Summary: Under limited supervision, creates drama exercises, research plays and monologues for camper performances, instructs classes, plans lessons, directs the class activities and camper performances.

Qualifications:
- College Graduate or Graduate student with training and expertise in subject area, or practicing instructor
- Proven ability to function as an effective instructor in coordinating and leading the dramatic exercises and performances
- Excellent communication, listening and problem solving skills in dealing with children

Duties and Responsibilities:
- Coordinate Props, Sound and Lighting for performance
- Work with campers on scene blocking & song learning
- Craft a performance plan and direct and coordinate camper groups towards the 3 week and the end of camp performances
- Create a course description for the classes the instructor will teach after discussions with the Director
- Prepare outline and graduated lesson plans for instruction of all classes.
- Submit an overview of the class to the Camp Director prior to the camp opening.
- Submit a list of necessary supplies to the Camp Director for approval prior to camp opening.
- Instruct all classes as scheduled.
- Take daily attendance for all classes and notify camp office staff of absences.
- Refer to all first-aid situations to Camp Nurse.
- Monitor and manage camper behavior during classes and notify Camp Site Director immediately with problem situations/and or students.
- Assist with the proper storage and utilization of equipment.
- Attend all performances scheduled for classes taught by the Instructor.
- Must abide by the standards of professional conduct established for Day Camp employees of the College.
- All camp employees are hired with the understanding that they will be available to work everyday that camp is in session.
- Attend staff training and comply with all Chatham Music and Arts Day Camp policies.
- Must adhere to the dress code established for Day Camp: casual shirt, shorts/slacks, sneakers. Sandals are not permitted.
- Additional duties as required for the efficient and safe operation of the camp.
- Attend all scheduled staff and Division meetings.
- Create weekly lesson plans and send to camp director for approval

Mandatory Training & Clearances:
- Attend all scheduled staff meetings
- Attend staff training prior to the start of camp
• United Educators online course “Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children.
• Act 33/34 and FBI Fingerprint Clearance
• Mandated Reporter Training (Act 31)

General Camp Information:
• 500 population of campers ranging ages 4-15
• Campus environment with staff and students on site
• Urban area with some campers traveling from rural parts of city

Physical Requirements:
Sit: 50%
Stand: 50%
Walk: 20%
Stoop/Bend/Kneel/Squat: 0%
Hear: Continuous
Speak: Continuous
See: Continuous with 20/20 acuity
Conducting skills (arm/body motions): 80%