



Summer Camp Counselor Job Description

Each summer, SPARC offers programs in many communities around the city of Richmond for young people ages 4-18, with camp sessions ranging from 1 – 2 weeks. This year's programs will run from June 2 and August 9, 2025. SPARC's camps have been voted the best in Richmond by readers of *Style Weekly*, *The Richmond Times Dispatch*, and *Richmond Magazine*.

Seeking energetic, knowledgeable, and responsible camp counselors (must be 16 years old by the date camp begins) to provide a safe and memorable experience for SPARC youth. The camp counselor will be responsible for duties that include facilitating and participating in group activities, overseeing transitions to and from activities throughout the camp day, and monitoring carpool. The ideal candidate will be an excellent multitasker who is open to taking direction, taking initiative, and sharing a genuine passion for working with and empowering young people through performing arts. Applicants should be patient, fun-loving, and confident in their ability to motivate and assist young people in everything from learning new skills to fostering youth friendships.

Responsibilities:

- Setting up and breaking down of classrooms and activities
- Assisting with planned activities, facilitating as needed
- Adhering to the daily schedule of activities and manage timely transitions
- Helping with morning and afternoon carpool
- Overseeing lunch and snack times
- Mediating any conflicts that may arise between students
- Monitoring bathroom breaks and proper hand washing/sanitization
- Understand, follow, and help to enforce all safety guidelines associated with the camp program
- Participating in the final share (i.e., performing with the students, running video equipment, running sound equipment)
- Reporting any notable concerns or incidents to Lead Staff and/or Program Director
- Check-ins with staff and supervisor will take place during the camp day throughout the program
- Attend any scheduled meetings and trainings
- Other responsibilities, as assigned

Qualifications:

- Passion and experience working with children (i.e., younger siblings, babysitting, mentoring)
- Experience in/Appreciation of the performing arts
- Reliable transportation for the full extent of contract is required
- Highly organized and able to multi-task
- Excellent interpersonal skills
- Good time-management skills
- Positive attitude and willingness to collaborate with a team
- Ability to be flexible and adapt to new situations
- Patience in working with young people and parents/guardians
- Must be available for workdays for the full extent of commitment

Position Type: Adjunct Faculty



Compensation*: \$490/week (pretax), plus an opportunity for \$14/hour for assignment to Early Arrival and Extended day hours

Weekly Schedule*: Sessions run Mon-Fri 8:30 AM to 3:30PM, Early Arrival (8AM - 9AM) and Extended Afternoon (3PM-4:30PM)

Application Deadline: Friday – May 23, 2025. We will be considering applicants as soon as they are received.

How to Apply: Interested candidates (ages 16+) are invited to submit an application via:
<https://www.surveymonkey.com/r/summerjob25>

Candidates should also be prepared to provide 2 references and take part in a background screening.

For additional questions please contact pmajor@sparcrichmond.org.

*Compensation and hours differ for SPARCLERS Mini \$315/week (pretax), Mon-Fri 8:30AM-1PM