



Summer Camp Student Support 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 dynamic, experienced, and accountable student support to provide a safe and memorable experience for SPARC youth. The student support team member duties include providing accessibility services for neurodivergent youth and youth with disabilities to increase inclusion in performing arts activities, and additional support for lead faculty and counselors during activities and final shares to ensure all youth experience success. Student support team members should be well-versed in current best practices in education, particularly regarding special education. The ideal candidate will be an excellent special educator and multitasker with a genuine passion for working with and empowering young people through the performing arts. Applicants should be knowledgeable, patient, fun-loving, and confident in their ability to motivate and assist students in everything from learning new skills to fostering friendships between young people.

Responsibilities:

- Attend planning meetings with your lead team to create support plans for students needing extra support
- Maintaining regular communication with team teachers by email, videoconference, phone, and in- person, as necessary
- Supervise and guide all students who need extra support throughout the camp (facilitate breaks, provide supplemental or alternative instruction, etc.)
- Share knowledge of special education and student support with the teaching team, as necessary
- Adhere to the daily schedule of activities
- Understand the summer programs curriculum and implement it in class to accomplish learning goals
- Understand, follow, and help to enforce all safety guidelines associated with the camp program
- Oversee students needing extra support at lunch and snack times
- Monitor bathroom breaks and proper hand washing/sanitization
- Mediate any conflicts that may arise between students
- Answer questions that may arise from parents/guardians
- Participate in the final share (i.e., performing with or coaching students who need extra encouragement, reminders, or other support)
- Check ins with staff and supervisor will take place during the camp day throughout the program
- Reporting any notable concerns or incidents to Lead Staff and/or Program Director
- Other responsibilities, as assigned

Qualifications:

- A minimum of 2 years of experience working with youth in early education, neurodivergent youth, and/or youth with disabilities
- Highly organized and able to multi-task
- Excellent interpersonal and leadership skills
- Good time-management skills
- Positive attitude and willingness to collaborate with a team and youth
- Ability to be flexible and adapt to new situations
- Experience communicating with parents/guardians
- Reliable transportation for the full extent of contract is required
- 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 applications as soon as they are received.

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

Candidates must also submit their resume or CV in the application. 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