



**West Michigan Center for Arts and Technology  
Job Description**

Job Title: Summer Camp Instructor  
Reports To: Director of Creative Programs

**SUMMARY**

WMCAT is seeking teaching artists and professionals for temporary teaching positions in our summer camp program for area teens. We are looking for artists and professionals who want to share their passion for art, design, and/or technology with youth in week-long learning experiences.

**PRIMARY RESPONSIBILITIES**

- Work with up to 12 students for 2 ½ hours each day, per 4-day camp session.
- Develop creative and engaging art or technology curriculum that is age appropriate, incorporates a variety of instructional methods, and meets the needs of all learners.
- Integrate opportunities for students to share their work and reflect on learning and creative processes with others.
- Provide lesson plans and other documentation of curriculum as requested.
- Foster caring and trusting relationships with students; provide supportive, fair, and non-discriminant treatment of all students regardless of race, color, religion, creed, sex, sexual orientation, gender identity, and national origin.
- Manage technology and equipment responsibly, including computers and other resources within studios.
- Assist in WMCAT recruitment/marketing efforts to enroll students

**MINIMUM QUALIFICATIONS**

- Working knowledge of arts education, expertise in the related field of study, or a comparable combination of education and practical experience
- Prior teaching experience working with youth
- Excellent communication, organizational, and interpersonal skills
- Cultural competency to work with individuals from varied backgrounds and to foster open communication among groups
- Punctuality, flexibility, and enthusiasm
- Pass a background check

**PREFERRED EXPERIENCES/EDUCATION**

- Prior related experiences working with teens from diverse cultural backgrounds
- Bachelor's degree or higher in area related to studio instruction, the arts, or education
- Bilingual Spanish skills a plus

**SCHEDULE AND COMPENSATION**

WMCAT's summer camp program will run weekly, Monday-Thursday, with a morning session from 9:30AM-noon and an afternoon session from 1PM-3:30PM across 4 weeks:

- June 17-20
- June 24-27
- July 22-25
- July 29-Aug 1

If your course proposal is accepted, an interview will be scheduled to discuss the proposal and your teaching experiences in greater detail and to review contract information, session dates, times, and logistics. Sessions and instructors will be identified no later than April 5th.



Instructors will be compensated as an independent contractor at a rate of \$300 per confirmed session and are expected to work the entirety of each weekly session for which they are hired.

#### **COURSE CONFIRMATION/CANCELLATION**

We will do our best to work with you to market all scheduled offerings and recruit students. However, if enrollment does not meet the minimum number of students required, the session will be cancelled and no compensation will be paid. Confirmation of sessions will be made with instructors two weeks before scheduled start dates.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an instructor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the instructor is regularly required to use hands to handle, or feel, and is frequently required to talk or hear. The instructor regularly is required to sit, walk, stand, and reach with hands and arms. The instructor is occasionally required to stoop, kneel, climb or crouch. The instructor must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

#### **TO APPLY**

Interested applicants should review information about WMCAT and our Teen Arts + Tech Program at [www.wmcat.org](http://www.wmcat.org) to familiarize themselves with the organization's mission and approach to education. Qualified individuals are invited to submit a letter of interest to [trudy@wmcat.org](mailto:trudy@wmcat.org) and complete a course proposal form at: <http://tiny.cc/wmcatcamp19>.