



Job Title: After-School and Camps Director

Department: Operation

Reports to: Visionary/CEO

Effective Date: Immediately

Job Summary:

This is a leadership role. After-School and Camps Director is responsible for the day-to-day management of camps and after-school programs for ages 3-12. They will coordinate existing activities for students, develop new programs, communicate with parents, and supervise children to make sure they are safe & happy.

We are an Art Center, RAZ (Robertson Art Zone), located in West LA, near Beverly Hills. We inspire children and adults to tell their stories through art, and unlock their creativity using unique techniques and various art mediums. We have a wide array of art classes, camps, and events catered to both children and adults.

RAZ Big Promise: Be YOU, Create & Elevate

Our core values:

1. Have passion
2. Be committed
3. Be a leader
4. Have flexibility
5. Be a team player
6. Shine Your Light

Duties/Responsibilities:

- Facilitate after-school art program and camps.
- Calendar planning for camps and classes.
- Support and help teachers to develop new projects, activities, and curriculum.
- Reach out to schools to offer RAZ camps and after-school classes.
- Coordinate, train, supervise a team of counselors ages 12-16.
- Be involved in teacher's and counselors hiring and training, and on-boarding.
- Prepare content for the RAZ weekly newsletters and other promotions.
- Organize course packages (folders, curriculum, references, drive documents, pictures).
- Communicate with parents.
- Teach when needed.
- Follow the RAZ Camp process.
- Responsible for the well-being and safety of young children at camp.

Qualifications:

- Excellent organizational skills and attention to detail.
- Be able to multitask.
- Be a team player and a leader.
- Strong communication and interpersonal skills.
- Ability to adjust to unexpected issues and solve them.
- Enjoy working with children and adults.
- Basic knowledge in office softwares and google drive.
- Ability to prioritize tasks and to delegate them when appropriate.
- A proven ability to meet deadlines.
- 3+ years of experience in operation and project management.

Advantage

- Experience working with an art studio and/or the arts industry.
- Experience with the EOS or Clockwork business systems.
- Speak more than one language.

Please email your **resume and cover letter** after reading the requirements to:
raz@RobertsonArtZone.com

Location: 1046 S. Robertson Blvd, Los Angeles CA 90035. West LA/Beverly Hills.

Compensation: On-boarding and training for 6 weeks to 3 months- \$20/hour

Job Type: Part or full-time, 20-40 hrs per week.

Schedule: Monday to Friday, occasional Sundays

Benefits: Participate in RAZ events for free, use of studio supplies for personal art projects.