

POSITION DESCRIPTION

Position: Assistant Director of Camp Levine

Reports to: Director of Camp Levine

Job Summary: Working as a team with the Director of Camp Levine, the Assistant Director prepares for and helps to implement Camp Levine, one of the largest and most successful music day camps in the Mid-Atlantic region. During the camp season, the Assistant Director serves as the site director of the Upton Street location.

Duties and Responsibilities

Prior to camp start, duties will include:

Working alongside the Director of Camp Levine to develop camp operations and curriculum, fielding inquiries about Camp Levine, attending camp fairs, developing the Teen Apprentice Program, interviewing/hiring Teen Apprentices, assisting in the recruiting/interviewing/hiring of seasonal camp staff (Assistant Camp Directors and Teen Apprentice Coordinators), helping organize and lead training sessions for the Teen Apprentice orientation, preparing communications and handbooks needed for a smooth operation of the daily routine of the Camp Levine sites (including parent mailings, schedules, handbooks, room/class lists, rosters, instrument focus lists, car-pool pick-up check list, and emergency health information).

During camp, duties will include:

Managing day-to-day camp operations as the Upton Street site director, including supporting camp faculty and staff, implementing and maintaining safety procedures, addressing first aid and disciplinary concerns, communicating frequently with parents, preparing/running camp performances, facilitating weekly camp faculty meetings, managing carpool, editing weekly news letters, purchasing camp supplies, planning site-specific camp events, addressing any site-specific issues that arise.

Qualifications

The ideal candidate will have a Bachelor's Degree in Music, Music Education, or Arts Administration, experience in working with children and teens, and a knowledge of summer camps and music education. Applicants should have strong organizational, problem-solving, collaboration, and communication skills, be familiar with online data systems, Microsoft Office programs, and have experience in administration in an office setting.

Salary range

Commensurate with experience.

There is no relocation package.

Please submit a letter of interest, resume and salary requirements to:

A. Maria Williams
Director of Human Resources
Levine Music
2801 Upton Street, NW
Washington, DC 20008
mwilliams@levinemusic.org
(202) 686-9733 (fax)