



2022
SUMMER CAMP DIRECTOR
POSITION
The Little Theatre of Alexandria
600 Wolfe St., Alexandria, VA 22314
thelittletheatre.com

Position Purpose: To manage and facilitate the 2022 Summer Camp Program.

Start/End Date: May 31st-August 26th, 2022 (training to take place mid-late May)

Compensation: \$5,000

Deadline for submission: March 15, 2022

We are seeking a creative, caring and enthusiastic Summer Camp Director, with great communication skills, positive energy and the ability to take initiative, in the management of our popular performing arts summer camp program. The position would commence mid-late May, 2022 and run through the end of August 2022. The camp is located in the vibrant community of Old Town Alexandria. LTA is committed to fostering a performing arts community where people can work and learn with physical and emotional safety, respect, dignity, freedom from abuse and ensuring the highest ethical standards. LTA does not tolerate discrimination, bullying or sexual harassment of anyone or by anyone. Full details of LTA's Code of Conduct can be found at <http://thelittletheatre.com/wp-content/uploads/2021/11/Mission-and-Vision-Statement-Code-of-Conduct.pdf>

In this position, you will:

- Assume responsibility for the day-to-day management of the 2022 LTA Summer Camp Program, which runs June 1st-August 19th with a possible extension through August 26th. This includes, overseeing camp instructors, and counselors and ensuring safe practices and a healthy camp environment.
- Use your initiative and creativity to create a fun, memorable learning experience for all campers.
- Process camp registrations and refunds as needed using Active Network (training will be given prior to the start of the camp.)
- Create, email and print daily rosters and reports for camper/parent morning and afternoon check-ins (including before and after care rosters.) Assists with check-in and check-out of campers, as needed.
- Greet all campers at a lively daily kick-off and lead an end-of-day wrap up.
- Ensure that instructor requests and concerns are responded to in a timely manner.

- Work with show producers to create a stage use schedule. Provide stage schedule to instructors in a timely manner and communicate with instructors as to any program changes. Plan, organize and facilitate the end of week showcase performances.
- Calculate and submit camp instructor and counselor pay sheets each week to LTA Treasurer or Business Manager.
- Maintain LTA's Summer Camp Facebook page, taking photos, capturing video clips as needed, ensuring all necessary permissions are in order.
- Ensure all minors have completed medical, waiver and other forms as needed.
- Ensure the LTA website is up to date with current camp information, by providing any updates/changes to Box Office Manger.
- Answer camp questions through email, phone, and in person, as needed. Refer messages to camp instructors, if required. Handle any complaints and feedback from parents. Submit online survey to camp families at the end of each camp, being sure to follow up on any resulting issues.
- Supervise sick children, call parents, and provide general first aid, as needed. Monitor "timeout" campers, as needed.
- Keep inventory of medical devices, medicine, and medical requirements for campers. Report to camp instructors regarding any children's specific needs.
- Ensures all doors are secured during camps.
- Monitor the Alexandria Police Department social media pages during camp hours for any warnings of area incidents.
- Ensure that all records, materials, and equipment are accounted for and securely stored at the end of the season.
- Any tasks that may arise related to the success of the summer camp program.

Qualifications/Skills: This position is ideally suited to someone with a background in theatre arts administration, or who is currently studying for a degree in theatre, or theatre arts administration. Previous experience with a children's camp or educational program, either as a teacher, or administrator, is preferred. Should be able to plan, organize, facilitate, communicate clearly, and have the ability to multi-task, and be flexible, while maintaining a positive attitude and cheerful disposition. Computer skills are required.

Please submit your resume and cover letter by **March 15, 2022** to LTA Governor of Education, Heather Sanderson, at bardsplay@gmail.com with the subject line SUMMER CAMP DIRECTOR.

Compensation: \$5,000*

*This amount may be supplemented should the Camp Director choose to also facilitate the daily before and after care programs.