

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE	ASSISTANT TEACHER
DEPARTMENT	ART/CHESS/DANCE/NATURE/MUSIC/RECREATION/THEATER
REPORTS TO	DEPARTMENT CHAIR

ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, 2023, and 2024! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – come together to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, gain personal independence, and have fun, while developing new skills and techniques in their chosen artforms.

POSITION SUMMARY

Assistant Teachers work with a team of arts and education professionals to support a diverse body of students.

Successful candidates have a willingness to try new things, welcome feedback, and are able to follow directions. They are adaptable, both in and out of the classroom, and enthusiastic about working with children. They are self-starters as well as collaborators, with the ability to learn and adapt to routines. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

To perform this job successfully, you must be able to work in an outdoor camp environment and communicate with students and other staff effectively. Usdan provides staff with protocols and [instructional philosophy](#) at the beginning of the season that they are expected to read and follow. At the same time, Usdan staff understand that new challenges may arise during the camp season and often work together to problem solve and determine solutions as we go.

JOB RESPONSIBILITIES

- Preparing materials and helping clean materials at the end of classes;
- Assisting with teaching;
- Providing student supervision during the camp day;
- Assisting with preparations for exhibitions and performances, when relevant.
- The Director of Education, Department Chair or Coordinator may assign additional supporting responsibilities.
- Attend department and staff meetings and trainings as required.
- Be able to work individually and as a part of a team.



- Use unstructured time constructively.
- Always have student safety as a top priority.
- Help to create a joyful, fun and engaging atmosphere for all students and staff at Usdan. • Model the behaviors of artists; how they think, work, and live.
- Other duties as assigned.

The above job description is not intended to be an all-inclusive list of duties and standards of the position.

QUALIFICATIONS

- One year of college study in your art form, education, or the equivalent knowledge, skills, and abilities.
- 1-2 years prior experience working with children preferred.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- CPR training is not required but a plus.
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

2024 SUMMER SEASON DATES AND TIMES

Monday - Friday, June 30 - August 22, 2025, 9:15 AM - 3:15 PM, closed July 4.

Pre-season commitments include:

- Staff Orientation: Saturday, May 31, 9:30AM - 4:30PM
- Family Orientation: Wednesday, June 18 (a 2.5-hour event to host families in the studios on campus).

COMPENSATION AND BENEFITS

- \$4,000 Stipend, at least 25 hours per week in season.
- Family orientation, staff orientation, and any additional approved studio prep time will be paid at an hourly rate of \$16.67.
- Semi-weekly use of swimming pool after camp hours; and occasional use of other facilities.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation: additional opportunities to serve as a bus monitor, which consists of riding the bus to and from camp and supervising students. Faculty and staff will receive a stipend (\$400-\$700)

PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter. Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.