

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

<b>JOB TITLE</b>	STORE ASSISTANT
<b>DEPARTMENT</b>	STORE
<b>REPORTS TO</b>	ADMINISTRATION & HR COORDINATOR

### 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

The store assistant performs daily operational activities to ensure that students and guests have a pleasant shopping experience. This position is responsible for stocking shelves, keeping inventory and maintaining the overall tidiness of the Welcome Center.

### JOB RESPONSIBILITIES

- Organize & keep Welcome Center tidy.
- Fulfilling any incoming orders through Shopify.
- Coordinate with Host to prepare gifts for Festival performers.
- Record all department transfers.
- Manage inventory, sales and tracking of Usdan Store merchandise.
- Take inventory pre- and post - season
- Assist staff with uniforms.
- Follow proper cash handling procedures.
- 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

- Be 18 years of age as of June 30, 2025.
- Previous retail experience preferred but not required.
- 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.

## 2025 SUMMER SEASON DATES AND TIMES

Monday - Friday, June 30 - August 22, 2025, 9:00 AM - 3:30 PM, closed July 4.

Pre-season commitments include:

- Staff Orientation: Saturday, May 31, 9:30AM - 4:30PM
- Family Orientation: Wednesday, June 18, 5:00PM - 7:30PM

## COMPENSATION AND BENEFITS

\$16.50 per hour at least 30 hours per week in season

- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.

## 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

# USDAN SUMMER CAMP FOR THE ARTS



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