

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE	PARENT SUPPORT STAFF
DEPARTMENT	CAMP ADMINISTRATION
REPORTS TO	ASSOCIATE DIRECTOR OF CAMP ADMINISTRATION

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

Our Parent Support Team plays a crucial role at Usdan, serving as the primary bridge between families and our camp. Team members in this role are responsible for answering parent inquiries via phone and email, as well as providing in-person support to parents and students during the camp day.

The ideal candidate will thrive in a fast-paced environment, demonstrate exceptional problem-solving skills, and approach challenges with confidence, creativity, and a solutions-oriented mindset. A positive attitude, strong communication skills, and a steadfast dedication to delivering outstanding support are essential to success in this role.

JOB RESPONSIBILITIES

- Actively contribute to a welcoming, joyful, engaging, and fun environment for students, staff, and all campus visitors.
- Prioritize student safety at all times.
- Answer incoming calls and emails promptly and professionally.
- Navigate the student database to locate and manage student information (training provided).
- Attend department and staff meetings, as well as required training sessions.
- Work effectively both independently and as part of a team.
- 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 July 1, 2025.
- 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.

2025 SUMMER SEASON DATES AND TIMES

Monday - Friday, June 30 - August 22, 2025, 8-hour shifts, ranging from 7:30AM to 6PM, closed July 4.

Pre-season commitments include:

- Staff Orientation: Saturday, May 31, 9:30AM - 4:30PM
- Family Orientation: Wednesday, June 18, 5:00 PM - 7:30PM
- Possibility for pre-season hours as needed.

COMPENSATION AND BENEFITS

- \$16.50 per hour, at least 40 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 BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND

USDAN SUMMER CAMP FOR THE ARTS



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.