



Job Title: Digital Arts Counselor

Reports To: Multimedia Director

Character:

We are looking for folks who are...

- Passionate about teaching the technology and/or athletic options that we offer. The magic of our camp can only happen when there is a perfect cross section of camper's interest and curiosities and counselor's passion and knowledge.
- Genuinely interested in working with children and adolescents - campers are super fun but exhausting, so you gotta love them!
- Flexible, can adjust on the fly, and still keep your cool are essential skills for this position.
- Able to work cooperatively with others, learn on the job, come to work each day on time, and do whatever it takes for the good of the campers.
- Role models and can become active members of the TIC community, including playing games and dressing up for theme days- the unique combination of fun and silly.

Requirements:

- Ability to teach campers a variety of digital arts and help them to collaborate on a digital media project of their creation.
- Must have extensive artistic skill, training in photography, and experience with *Photoshop*, *Illustrator* and *InDesign* as well as some skills in web and animation techniques.
- Knowledge of computer programming is a strong additional asset.
- Multiple or cross discipline skills are a plus.

Specific Job Duties:

- Responsible for two groups of four campers of varying ages, acting as their teacher, friend, advocate; helping them to work as a team and develop socially.
- Work with four campers at a time on two computers, teaching a variety of desktop publishing through projects the campers define themselves.
- Helps design instruction and implements the curriculum, ensuring the TIC philosophy and spirit are maintained.
- Upload final projects to appropriate medium at the end of each session for each camper to take home.

Administrative Tasks:

- Hours are 8am-4pm, Monday through Friday. Please keep in mind that this is short term, full time position and your campers truly need you at camp every day. Personal time should be planned for before or after camp and on weekends.
- Completion of any session specific forms, including **Camper Highlights**- Half page summaries, individualized to each camper (appx. 8 per session), recounting all the achievements and positive experiences from the session of each camper (4 times per summer).
- Maintain standards that promote the health, safety, and welfare of all participants.
- Provide and receive feedback to immediate supervisor on a regular basis.

Training:

- TIC holds four days of required staff training to prepare for the campers and allow time to develop curriculum. Staff orientation will be held **June 10-14 for TIC-DC, June 17-21 for TIC-MD & VA-McLean, July 1-5 for VA-Fairfax.** (Some exceptions can be made for year-end school obligations if pre-approved)
- In-service Weekly Wednesday Meetings until 5pm, unless stated otherwise.

General Information:

- Camp dates for **TIC-DC** is June 17 to August 9; **TIC-MD** is June 24 to August 16; **VA-McLean** is June 24 to August 2; **VA-Fairfax** is July 8 to August 16. **TIC Summer Camp DOES have camp on July 4!**
- Acceptance of a TIC contract is a primary commitment for the term of the contract; internships, other jobs, etc. that interfere with schedule or performance.
- Compensation for the summer is paid bi-weekly.
- Cell phones/personal computers are **prohibited** during the camp day. Staff must be able to follow TIC cell phone protocol during any camp or personal emergencies.
- TIC runs day camps Monday through Friday in the DC area with no resident facilities; out-of-towners must find their own housing during the summer employment.
- Staff have the opportunity to sign up to help support Extended Day for additional compensation. At least three staff members are needed daily to help support the Extended Day Supervisor.