

317 Main Summer Camp Manager

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About 317 Main Community Music Center

Our Mission: 317 Main Community Music Center (317 Main) encourages creative expression, personal growth, and community connection through music.

317 Main brings the power of music to people of all ages and abilities from across southern and mid-coast Maine. The organization, founded in 2004, has grown every year and now serves more than 700 people/week through our on-site and community partnership programs. Having recently completed the construction of a 10,000-square-foot addition to grow our programming capacity, 317 Main is poised for continued significant growth and new programming opportunities with a continued focus on accessible music education.

About the Position

317 Main is looking for a self-motivated and organized leader to coordinate and manage our camp programming through June - August 2024. The Summer Camp Manager position is expected to work onsite during camp hours (M-F 9am-3:30pm) throughout our summer session running from June 24th through August 23rd, with some flexible onsite time needed prior to the start of camp. The Summer Camp Manager will report to the Director of Music Education and work closely with the Director of Enrollment.

Responsibilities

The following provides a description of the various responsibilities of the Partnership Program Manager:

- Developing and implementing camp curriculum in collaboration with the Director of Music Education and Little Roots Director
- Creating and implementing approved camp budgets in collaboration with the Director of Business and Finance
- Recruiting, training, and managing camp staff
- Supporting the Director of Marketing & Communications with creation of promotion materials for camps
- Working with the Director of Music Education to develop additional summer camp/workshop opportunities for adults
- Overseeing and managing all camp operations during camp hours
 - Maintaining daily attendance sheets
 - Communicating with parents/caregivers, as necessary
 - Collecting health forms and managing health-related issues
 - Managing TA's and room assignments

- Leading/managing the performances at the end of each week of camp

Qualifications

- Ability to work independently and collaboratively in a fast-paced customer-focused and team-based environment
- Demonstrated customer care orientation and skill
- Ability to be flexible and take on additional duties and responsibilities as needed
- Proficiency on Macintosh computers and with the use of Microsoft Suite and Google Suite.
- Experience managing teams or camps preferred

Schedule and Requirements

This is a 40 hours/week position during the weeks of June 24th - August 23rd, 2024, with up to 40 additional hours required in weeks leading up to the start of camp.

Compensation

317 Main compensates the Summer Camp Manager at a rate of \$23-\$25 per hour, commensurate with experience. Other benefits of working at 317 Main include various professional development opportunities throughout the year and access to healthcare plans with employer contributions starting at 20 hrs/wk.

Diversity, Equity and Inclusion

317 Main is committed to providing equal access and equal employment opportunities in all terms, conditions, processes, and benefits of employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. 317 Main's employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. We are committed to creating a diverse, equitable, and inclusive workplace. We encourage people of diverse identities to apply.

To Apply

Please email your current resume with a cover letter to apply@317main.org with the subject line "Summer Camp Search". It will be helpful if your cover letter indicates how your professional interests and qualifications are a good match with the position and 317 Main's mission to: encourage creative expression, personal growth, and community connection through music. To apply by mail, please send to: 317 Main Community Music Center, 317 Main Street, Yarmouth, ME 04096, ATTN: Summer Camp Search.