

**Group Leader/Teaching Assistant
Job Description**

June 18, 2018 – August 3, 2018

Department: Community & Education Programs/*AileyCamp*
Salary: \$15/hr
Percent of Time: ~7 hrs per day for 7 weeks, June 18, 2018 – August 3, 2018
Job Classification: 4128U - Rec Program Instructor 2, Non-Exempt
Supervisor's Title: Group Leader Mentor and *AileyCamp* Managing Director
Personnel Program: Personnel Policies for Staff Members (PPSM)

Introduction

Cal Performances presents and produces outstanding artists from the Bay Area, the United States, and around the world in performances and community programs which promote excellence, innovation, diversity, education, and community involvement, with the fundamental belief that the arts are vital to our society locally, nationally, and internationally.

AileyCamp is a nationally proven arts education program that uses dance as a vehicle for developing self-esteem, creative expression, and critical thinking skills among 6th, 7th, and 8th grade students (aged 11-14) who are at risk of dropping out of school. *AileyCamp* also provides exceptional dance training to middle school students from lower socioeconomic backgrounds. The project was inspired by the work of the late Alvin Ailey, internationally renowned dance artist, choreographer, and founder of Alvin Ailey American Dance Theatre.

Please visit <http://calperformances.org/community/aileycamp/> to learn more about *AileyCamp* and Cal Performances.

The **Group Leaders/Teaching Assistants** will supervise campers as they move through their camp day, support and mentor *AileyCamp* teen Junior Leaders, as needed demonstrate and help campers learn dance steps, and assist them with activities in other classes. Group leaders are responsible for a group of 16 to 20 campers, rotating through a schedule of early morning bus escort responsibilities, and accompanying campers to and from classes and morning meals, and providing support throughout the day. Twice a week or more often, Group Leaders will also be responsible for leading their campers in a creative and/or team-building lesson.

Responsibilities

- Five day work week – Monday through Friday, with rotating early morning calls of between 6:30 and 8:00 a.m. to between 3:45 and 4:30 p.m., all weeks except the week of staff training which may include a Saturday or Sunday. Days when performing bus monitoring duties requires beginning earlier and finishing later than the regularly scheduled times. This is a rotating duty among group leaders.
- Accompany *AileyCamp*ers to all classes, providing oversight of campers as well as individual attention and guidance.
- As part of a team of Group Leaders, in collaboration with the Group Leader Mentor, design and deliver creative and/or team-building activities to their group.
- Provide and support, as needed, oversight of the campers, including breakfast meal times and camper free periods, weekly field trips, and special activities.
- Participate in *AileyCamp* staff meetings and Group Leader-specific meetings and trainings.
- Monitor campers' behavior and act as a liaison between campers, faculty members, and *AileyCamp* Managing Director.
- Support and mentor Junior Leaders, and assist them to aid instructors during classes and rehearsals as determined by class instructor. Cultivate leadership skills with them through modeling appropriate leadership and collaborative skills, coaching them through challenges they make meet during the camp, and seeking guidance for issues from Managing Director and/or Counselor as needed.
- Report individual campers' needs to Group Leader Mentor and/or Managing Director as needed.

- Aid instructors and Group Leader Mentor in producing camper progress evaluations at midterm and the end of camp.
- Participate in and support as needed in the final camp presentation.

Position Controls:

The *AileyCamp* Group Leaders/Teaching Assistants reports to the Group Leader Mentor and to the AileyCamp Managing Director, as needed. Incumbent operates with considerable independence, with freedom to make daily decisions within the scope of University policies, program plans, and established needs of teaching and performance programs.

Skills, Knowledge & Abilities

Required Qualifications:

- Demonstrated experience working with children with at-risk factors from a diverse array of family and living situations representing the diversity of the Bay Area.
- Ability to communicate dance concepts through demonstration and verbal explanations.
- Excellent leadership skills including an ability to command respect and motivate achievement while working effectively with young people.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills, with the ability to relate well to a diverse population, and work as part of a team.
- Demonstrated ability to work under pressure and manage multiple tasks with competing deadlines in a self-directed, prioritized and calm manner.
- Flexibility to meet changing needs and priorities as they occur.
- Excellent organizational and time management skills.
- Must be able to successfully pass background check.

Preferred Qualifications:

- Preference given to UC Berkeley students.
- Experience teaching and performing both dance and choreography with large and small ensembles.
- Experience as a camp counselor with youth aged 11-14.
- Experience as a mentor.
- Experience with and/or training in youth development and youth voice teaching and learning models.

Other Information:

This is a temporary position with a start date of June 18, 2018 and an end date of August 3, 2018. Pay is \$15 per hour.

For a complete job description and to apply, please visit <http://jobs.berkeley.edu/> (search by the Job ID #24924). When applying, please include a cover letter with your resume as a single attachment.