

GROUP LEADER/TEACHING ASSISTANT

Job Description

March 17 – June 6, 2025 (PT)

June 9 – July 25, 2025 (FT)

Department: Education/AileyCamp
Salary: \$19.10/hr
Percent of Time: Part-time (per event): March 17 – June 6, 2025
8 hours per day for 7 weeks: June 9, 2024 – July 25, 2025
Job Classification: 4127 - Rec Program Instructor 1, Non-Exempt
Supervisor's Title: Manager, Education and Community Programs
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 that promote excellence, innovation, diversity, education, and community involvement, with the fundamental belief that the arts are vital to our society locally, nationally, and internationally. Berkeley/Oakland AileyCamp at Cal Performances is a program of the Education Department. Cal Performances supports AileyCamp with an array of professional performing arts services, including but not limited to marketing, public relations, facilities including Zellerbach Auditorium, and a full professional technical staff.

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) from underserved communities. 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.

The Group Leaders/Teaching Assistants will supervise, support, and mentor campers as they move through their camp day, 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 14 to 20 campers, rotating through a schedule of early morning and late afternoon bus escort responsibilities, accompanying campers to and from classes and morning meals, assisting instructors, 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

- Part-time: Support AileyCamp preparatory events such as the AileyCamp Family Orientation on May 14, 2025.
- Full-time: Five day work week – Monday through Friday, with rotating early morning calls from between 6:45 and 8:00 a.m and work days ending from between 3:45 p.m. and 5:30 p.m., all weeks except the week of staff orientation (and until 9:30pm on 7/24 performance night). Days when performing bus monitoring duties require beginning earlier and finishing later than the regularly scheduled times. This is a rotating duty among group leaders.
- Accompany AileyCampers to all classes, providing general 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 and on occasion, the entire camp.
- Provide and support, as needed, oversight of the campers, including breakfast and lunch 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 and AileyCamp staff, including instructors and the AileyCamp directors.
- Support and mentor Junior Leaders and assist them in aiding instructors during classes and rehearsals as determined by the class instructor. Cultivate leadership skills by modeling appropriate

guidance and collaborative skills, coaching them through potential challenges, and seeking guidance for issues from the Associate Director and/or Guidance Counselor as needed.

- Report individual campers' needs to the Group Leader Mentor, the Guidance Counselor, and/or AileyCamp Directors as needed.
- Aid instructors and the Group Leader Mentor in producing camper progress evaluations at midterm and the end of camp.
- Participate in and support as needed the final camp presentation, the AileyCamp visual art installation, and the AileyCamp anthology.

Position Controls:

The AileyCamp Group Leaders/Teaching Assistants work closely with the Group Leader Mentor and report to the AileyCamp Directors as needed. Incumbent operates with considerable independence, with the 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

- 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 and serving as a positive influence and model for disciplined practice, healthy personal habits, and respectful communication with campers and colleagues.
- Excellent communication skills, both verbal and written.
- 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, cheerful collaborator, able and willing to take initiative to accomplish or support others in accomplishing tasks related to the successful and smooth operation of camp.
- Must be able to successfully pass a background check.
- Must complete all UC Berkeley mandated trainings for employees by deadlines given.
- Must comply with UC Berkeley's Covid-19 policies.

Preferred

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

For more information, please email aileycamp@calperformances.org.

Employee's Signature

Date

Supervisor's Signature

Date