



215 W. Cady Street, Northville, MI 48167  
www.northvillearthouse.org  
248-344-0497  
[education@northvillearthouse.org](mailto:education@northvillearthouse.org)

## APPLICATION for Summer Day Camp Counselor & Art Instructor

(Updated March 2021)

Please complete application form and submit to [education@northvillearthouse.org](mailto:education@northvillearthouse.org) by **April 30, 2021**

**Job Description:** Northville Art House, Inc. is a non-profit 501(c)(3) year-round Art Education and Summer Day Camp provider. This summer we are partnering with two local non-profits and one business to expand our art experience for elementary, middle & high school students. Each of our camp locations are in Northville, and will have a Northville Art House staffed team consisting of one Camp Director or Art Instructor and 1-2 Camp Counselors depending on the number of students registered. Our Staff and Art Instructors are the backbone of our programs and therefore, we pride ourselves in giving them an incredible amount of support. As a Camp Counselor or Art Instructor, we guarantee you will feel a part of the Northville Art House team!

As a Camp Counselor or Art Instructor, you will be an active participant in all camp activities and will assist our Education Director with a variety of daily tasks, all with the goal of creating a memorable and meaningful camp experience for our campers. You will be directly responsible for implementing weekly Art activities, in coordination with the Education Director, as well as assisting with all camp activities when not leading your specific program. Our Counselors and Art Instructors interact with our campers throughout the entire day, helping them make friends, try new things, and generally caring for their well-being. The role of a Counselor and Instructor is to participate, build relationships and have fun while ensuring the physical and emotional safety of every child.

### Camp Counselor & Art Instructors Qualities:

- Ability to work with children to grow in character, experiences and insights
- Ability to guard the health and well-being of campers at all times
- Ability to successfully plan, prepare for and structure weekly art activities
- Background experience in art-related programming
- Prior experience working with children
- Enthusiastic, Responsible, Dependable, Level-Headed, Flexible, and Calm in all situations
- Completed at least one year of college or equivalent

### Camp Counselor & Art Instructors Responsibilities:

- Work with group of campers and provide a fun, safe and exciting camp experience
- Cooperate with fellow Counselors and Education Director
- Coordinate activity planning and supply shopping with the Education Director
- Lead and manage weekly art activities
- Greet families and campers upon arrival
- Support Education Director in establishing rules and emergency procedures with campers
- Participate in all camp activities
- Help out where needed and lead activities when asked to by the Education Director

Camp Counselor/Assistant - Starting \$10/hr.

Art (Lead) Instructor - Starting \$15/hr.

### **Camp Locations:**

Northville Art House, 215 W. Cady Street, Northville (downtown)

Marquis Theatre, 135 E. Main Street, Northville (downtown)

Maybury State Park, 49601 Eight Mile Road, Northville

Mill Race Historical Village, 215 Griswold Street, Northville (downtown)

## Summer Day Camp Counselor & Art Instructor Contractor Information

An application for Summer Day Camp Counselor & Art Instructor Contractor must be on file and approved by a Northville Art House Education Director. All Class Contracts must be approved by both the Northville Art House Executive Director and Education Director. A contract will be proposed by and between Northville Art House, Inc. (HEREINAFTER CALLED THE NAH) after approval from the Education Director.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Age (circle one): 18+ Under 18 (age 16 - 18 Camp Counselor only, 15 and under please fill out a volunteer form.)

### 9 weeks of camps: June 21 – August 20, 2021 Monday through Friday

Morning Camp hours: 9 a.m.–12 p.m. / Afternoon Camp hours: 1–4 p.m. (Lunch break: 12:15–12:45 p.m.)

Please list any weeks UNAVAILABLE to work:


Media you have experience in and/or could be a lead Art Instructor (for students ages 5 - 12)

(Rank media according to preference, 1-7, with 1 being most experience in) Any additional info/description

	Painting - Watercolor, Acrylics	
	Drawing - Charcoal, Pastels, Colored Pencil	
	Clay	
	Mixed Media	
	Photography	
	Performing Arts/Dance	
	Other	

**As a Summer Day Camp Counselor or Art Instructor Contractor, I:** *(please check all that apply)*

	Exhibit a mastery of my art form.
	Exhibit a warm, respectful and trustworthy rapport with students and parents.
	Possess a thorough knowledge and passion for my art form.
	Have two years' teaching experience in a classroom environment <i>(preferred)</i> .

**Educational Background** *(attach additional sheets if necessary)*

High School \_\_\_\_\_  
Address \_\_\_\_\_ Year Graduated \_\_\_\_\_

College \_\_\_\_\_  
Address \_\_\_\_\_  
Year Graduated (or estimated to graduate) \_\_\_\_\_ Degree or Certificate \_\_\_\_\_

College \_\_\_\_\_  
Address \_\_\_\_\_  
Year Graduated (or estimated to graduate) \_\_\_\_\_ Degree or Certificate \_\_\_\_\_

**Employment History** *(attach additional pages if necessary)*

Employer \_\_\_\_\_  
Your Position \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_  
Your Position \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_  
Your Position \_\_\_\_\_ Address \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

**References** *(include at least one personal reference and one employer/teaching art position)*

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
Email/Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
Email/Address \_\_\_\_\_ Phone \_\_\_\_\_

Please note that a "Yes" answer to either of the following questions will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

Yes  No

Have you ever been convicted of, or pleaded guilty "no contest" to any misdemeanor or felony? Do not include convictions that were sealed or expunged pursuant to a court order. Please explain any "Yes" answer. (attach additional pages if necessary)

---

---

Yes  No

Are you currently awaiting trial for any criminal offense? Please explain any "Yes" answers. (attach additional pages if necessary)

---

---

**Please read carefully and sign below:**

I authorize the Northville Art House, Inc. (NAH) to check my statements, references, and those former employers I have indicated. I certify all the information in this application to be true and agree that any misrepresentation or concealment of a material fact will be sufficient cause for termination of teaching contract(s). I understand that nothing contained in this application or in the granting of an interview is intended as a teacher's contract between NAH and me. No promises regarding teaching classes have been made to me and I understand that any such promise or guarantee would not be binding upon NAH. If a **Summer Day Camp Counselor & Art Instructor Contractor Information** contract is approved by the NAH's Educational Program Director, I understand and agree that my contract can be terminated any time at the option of either NAH or me. I have read the current *Safety and Security Policy* and the *Teacher Guidelines* and understand that upon signing a contract and being granted approval by the NAH Educational Director, I will be retained to perform specific services as an independent contractor

I further acknowledge that the Northville Art House, Inc, and its officers, members, employees, and agents accept no responsibility or liability whatsoever for any injury, loss or damage to the contractor's person, equipment or art work.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

----- please do write below this line -----

Date Application Reviewed \_\_\_\_\_ by \_\_\_\_\_ Signature of NAH Educational Director