

# CITY OF TEMPE

## Part-Time Employment Opportunity



Community Services Department · Arts & Culture Division · 3340 S. Rural Road · 480-350-5034 · [www.tempe.gov/EdnaArts](http://www.tempe.gov/EdnaArts)

### Arts Instructor – Summer Camps

(Arts & Culture Division – Edna Vihel Arts Center)

- Closing Date:** Open until filled; first review of applications on April 8, 2019.
- Hourly Wage:** \$14.00 per hour
- Work Schedule:** **Monday-Friday, 1:00-5:00pm from 6/3-8/2\*** (20 hours per week)  
\*Camp closed during the week of 6/1-6/5

#### **This is a non-benefited position.**

Tempe Arts & Culture seeks Summer Camp Arts Instructors with the instructional experience, skills and confidence to lead youth campers to create both realistic and expressive artwork. Camps take place at the Edna Vihel Arts Center (Edna Arts) from June 3-August 2, 2019.

**Education and/or Experience:** Requires artistic skill in 2-D and 3-D principals and techniques. Requires two years of experience and education in visual arts and knowledge of teaching methods. Bachelor's degree or equivalent experience in art education or visual arts preferred.

#### **Essential Job Functions:**

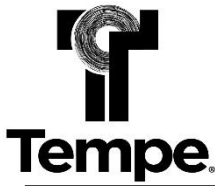
- Utilize lesson plans and run projects that engage with the weekly themes of camps for the Bravo (6-9 years) and Encore (9-12 years) age groups. Each session ends with an art exhibition of students' work.
- Communicate effectively with students, parents, volunteers and city staff.
- Develop sequential lesson plans with activities that promote a variety of techniques and processes that are appropriate for the age and skill levels of students.
- Supervise participants and/or volunteers.
- Ensure proper use of equipment and facility; prepare and maintain shared teaching space; report concerns, clean up, and ensure safety.
- Track and report work hours and document student attendance.
- Attend pre-program planning and training sessions.

**Applicant Requirement:** Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**Email Resume and Application to: [Dani\\_Godreau@tempe.gov](mailto:Dani_Godreau@tempe.gov)**

For questions, please contact: Dani Godreau at 480-350-5034

An equal opportunity/reasonable accommodation employer



# Temporary Employment Application

Community Services | Arts & Culture Division | [www.tempe.gov/ARTS](http://www.tempe.gov/ARTS)

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for \_\_\_\_\_

Do you possess a valid Driver's License (may be required for certain positions)?  Yes  No

Your age group is?  15-17 years  18-20 years  21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States?  Yes  No

Have you ever worked for the City of Tempe?  Yes  No

If yes, from \_\_\_\_\_ (mm/yy) to \_\_\_\_\_ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?  Yes  No If yes, please indicate his/her name, position, and relationship to you:

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To assist us with verifying previous work experience and /or education, please list other names you have gone by:

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Are you a veteran?  Yes  No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification?  Yes  No

If no, please indicate your highest grade level completed \_\_\_\_\_

**Education from an accredited College/University:**

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Trade and/or Technical Schools:**

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

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List computer software program(s) with which you are proficient in operating *that relate to this position*:

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**Language Proficiency (other than English):**

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

**Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?**

Yes  No *If Yes, please explain:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.</b>		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<b><u>FOR ADMINISTRATIVE USE ONLY</u></b>	
<b>Job Code:</b> _____	<b>Cost Center:</b> _____
<b>Title:</b> _____	<b>Hourly Wage:</b> _____
<b>Supervisor:</b> _____	<b>Weekly Hours:</b> _____