



**Summer Art Studio Counselor**  
Young Artist Programs

**POSITION:** SAS Counselor (2 full time, 1 part time)

**REPORTS TO:** Young Artist Programs (YAP) & SAS Coordinator

**POSITION DESCRIPTION:** include, but are not limited to:

- Take primary responsibility for the health, well-being and happiness of students by maintaining and nurturing a creative, collaborative and safe environment.
- Assist in the organization and upkeep of student records (check-in, attendance, check-out, etc.)
- Check in with instructors to assess their needs (supplies, classroom management, attendance, assistance.)
- Help ensure cleanliness of used spaces throughout the day and at the end of the week.
- Complete weekly SAS preparations including room set-up, attendance lists, nametags, and extended care enrichment activities.
- Check in/out students and ensure their safe arrival to their classes.
- Oversee Extend Care students during lunch and Aftercare.
- Reporting any issues to SAS Coordinator/ YAP Coordinator.
- Work with YAP staff to coordinate the use of, organization, and return of supplies.
- Coordinate the weekly display of student artwork during Friday Finale.

**QUALIFICATIONS / REQUIREMENTS:**

- Completed one year of college, at least 18 years of age
- Pass a TX State run background check
- Demonstrated experience working with children
- Strong organizational, time management and communication skills, self-starter/motivated
- Ability to oversee and lead recreational activities
- Excellent character, integrity, adaptability, sense of humor and patience
- Ability to communicate and work with a variety of ages and skill level
- Basic knowledge of computer hardware.
- Familiarity with productivity software such as Microsoft Office or Google Suite.
- Internet and email proficiency.
- Understanding of computer security and privacy.
- Need to be available for training Saturday, May 17<sup>th</sup> 2025, from 1pm-3:00pm.
- Available from 8:00 a.m. – 5:30 p.m. Monday – Friday

**COMPENSATION:** \$18/hr

**DEADLINE TO APPLY:** March 17, 2025

**INTERVIEWS:** March 19-22, 2025

**START DATE:** May 17<sup>th</sup>, 2025 (orientation)/ May 20<sup>th</sup> (preparation weeks begin)

Send Letter of Interest, resume, and names and contact information of three references to [rose.barcus@utsa.edu](mailto:rose.barcus@utsa.edu)

Please write "SAS Counselor Application" in the subject line.