

## **Summer Art Camp Intern II**

July 31, 2017 – September 1, 2017, Monday-Friday, 9:00 am to 5:00 pm

### **About The Center**

A non-profit 501c3 organization, The Center for Contemporary Art (The Center) is driven by the desire to broaden, deepen and diversify participation among audiences; challenge and inspire students, teachers, artists, enthusiasts and members of the community through opportunity to study, experience and create the multiple languages of the visual arts; and create a culture of the highest standards and expectations for artistic exploration, interpretation and perception. The Center provides year-round art classes for adults and children, exhibitions and community outreach programs.

### **Position Summary**

The Summer Art Camp Intern works with the Education Director and Office Administrator to (a) carry out all Summer Art Camp programs at The Center for Contemporary ensuring their successful operation on a day-to-day basis; (b) support and supervise all volunteers; (c) look after camper wellness; (d) assist instructors with art projects.

For more information about The Center's camps, please visit:

<http://ccabedminster.org/create/summer-camps>.

### **Job Functions**

- Supervise a rotating group of high school-aged volunteers each week
- Be responsible for knowing and executing all camp policies and emergency procedures
- Supervise lunch periods and organize games/activities when necessary
- Ensure schedules are adhered to and children/volunteers know where they are going
- Report all accidents/incidents and program concerns to Office Administrator
- Keep an inventory of all supplies and communicate with the Education Director when items need to be replaced
- Supervise the set-up of weekly art exhibits of campers' artwork and online portfolios
- Assist instructors with various tasks when necessary

### **Marginal Job Functions**

- Maintain high levels of morale and conduct by providing support to volunteers
- Remain visible and accessible to staff and campers

### **Qualifications/Attributes**

- Currently pursuing a Degree in Education/Art Education preferred but not required
- Outgoing, energetic personality and dedicated team player
- At least 18 years of age and have experience working with children ages 5-15
- CPR/First Aid Certification preferred but not required

### **Schedule & Stipend**

- Must be available to work Monday-Friday, 9:00 am – 5:00 pm with a one-hour lunch break, from July 31, 2017 – September 1, 2017
- The intern will be paid a stipend of \$500

### **How to Apply**

- No phone calls. Please send a resume/CV and a short description of why you are the best candidate to [info@ccabedminster.org](mailto:info@ccabedminster.org). You must include "Summer Art Camp Intern" in the subject of your email.