



Summer Camp Intern

Start date: June 17, 2024

End date: August 30, 2024 (some flexibility on end date if Intern needs to begin college semester earlier)

Schedule: Monday-Friday, generally 9 am – 5 pm

Application deadline: May 15, 2024. Applications accepted on a rolling basis until position is filled.

The Center for Contemporary art is looking for a responsible Summer Camp Intern to work closely with the Director of Education Programs and Operations, Programs Assistant, and instructors during the summer art camp program.

Essential Job Functions

The Camp Intern will be responsible for:

- Assisting with camper check-in
- Organizing student emergency forms
- Generating rosters
- Supervising rotating group volunteer camp aides each week
- Overseeing camper lunch periods and organizing games/activities to keep kids engaged
- Ensuring schedules are adhered to and children/volunteers know where they are going
- Organizing weekly exhibits of campers' artwork and online portfolios
- Assisting instructors with assigned tasks
- Various office-based tasks related to the summer art camp program

Marginal Job Functions

The Camp intern may also be responsible for:

- Keeping an inventory of supplies and communicating with the Director of Education Programs and Operations when items need to be replaced
 - Assisting in the classroom if camp aides are absent
 - Eat lunch with children/assist with monitoring children during their lunch break
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Qualifications/Attributes

The ideal candidate will be:

- Currently pursuing a degree in Education/Art Education (preferred but not required)
 - Responsible, self-motivated, flexible and organized
 - Outgoing and a dedicated team player
 - At least 18 years of age
 - Experienced in working with children ages 5-15
 - Experienced with Microsoft Office Suite (including Excel)
 - CPR/First Aid Certified (preferred but not required)
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Schedule & Salary

- Approximately 40 hours per week.
 - Weekly gross stipend of \$565.20
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How to Apply

Applicants should send their resume and a brief (one-two paragraph) description of why they are interested in this internship to gong@ccabedminster.org. Please include "Summer Camp Intern" in the subject of the email.

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 partnership programs.

For more information about the summer art camp program, please visit <https://ccabedminster.org/summer-art-camps/>.

