



# Summer Camp Intern

**Start Date:** June 16, 2025

**End Date:** August 29, 2024 (some flexibility on end date if Intern needs to begin college semester earlier)

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

**Application Deadline:** May 16, 2025. 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.

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## 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

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## 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 \$619.00
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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](mailto: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/>.

