



## **Summer Camp Intern**

**Start Date:** June 22, 2026

**End Date:** September 4, 2026 (some flexibility may be available to accommodate school start dates)

**Schedule:** Monday through Friday, generally 9 am to 5 pm

**Application Deadline:** Applications are accepted on a rolling basis until the position is filled.

The Center for Contemporary Art is seeking a responsible and enthusiastic Summer Camp Intern to work closely with the Director of Education, Programs Registrar, and teaching artists during the summer art camp program.

### **Essential Job Functions**

The Summer Camp Intern will be responsible for:

- Assisting with camper drop-off and pick-up
- Maintaining accurate camper sign-in and sign-out sheets
- Supervising rotating groups of volunteer camp assistants each week
- Overseeing camper lunch periods and organizing games or activities to keep children engaged
- Ensuring daily schedules are followed and that campers and volunteers know where they need to be
- Assisting instructors with assigned tasks
- Completing various office-based tasks related to the summer art camp program

### **Marginal Job Functions**

The Summer Camp Intern may also be responsible for:

- Tracking supply inventory and communicating needs to the Director of Education
- Assisting in classrooms when volunteer assistants are absent

### **Qualifications and Attributes**

The ideal candidate will be:

- Currently pursuing a degree in Education or Art Education, preferred but not required
- Responsible, self-motivated, flexible, and organized
- Outgoing and a dedicated team player
- At least 18 years old
- Experienced working with children ages 5 to 15
- Comfortable using Microsoft Office, including Excel, and Google Drive
- CPR and First Aid certified, preferred but not required

### **Schedule & Salary**

- Approximately 40 hours per week.
- Weekly gross stipend of \$637.00

### **How to Apply**

Please send a resume detailing job history and/or related volunteer experience to the Director of Education, Heather Ball, at [hball@ccabedminster.org](mailto:hball@ccabedminster.org). 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 outreach programs.

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