

## **Summer Art Camp Assistant Position**

Monday – Friday. Possible hours range from 8:30am – 4:30pm

To provide assistance and support to the lead instructor during Summer Art Camps. Assistants will help to ensure a safe and creative learning environment for children ages 3-17, while directly supporting the lead instructor with tasks such as classroom set up, preparation of art materials and supervision of children during structured and unstructured time. Applicants should have previous experience in the arts, experience working with children, the ability to work as a team member and must be enthusiastic & energetic. This position contributes to our mission to engage the public and provide learning opportunities in the arts.

### **Responsibilities:**

- Assist in drop-off and pick-up of children
- Set up and break down classrooms as needed
- Prepare, organize and distribute materials as needed
- Provide individual assistance to students as needed
- Supervise children during breaks, including Lunch Bunch program
- Create a positive and welcoming environment
- Additional duties as assigned by the instructor
- Mandatory 1-day orientation & training

### **Qualifications:**

- Experience with visual art
- Experience as a camp counselor or working with children
- Strong interpersonal skills and prompt response to emails
- Flexibility and adaptability in a fast pace working environment
- Must be punctual and dependable
- Creative, organized, energetic, and articulate

Job Types: Part-time, Temporary

Salary: \$16.35 per hour

### **How to Apply:**

Please submit a cover letter and resume to [schooladmin@silvermineart.org](mailto:schooladmin@silvermineart.org).