



## SUMMER ART CAMP ASSISTANT: Description of Duties

**Mission:** Rooted in its unique history, The Dairy Barn Arts Center enriches lives and cultivates community through equitable access to the arts.

**Position Type:** Volunteer

**Reports To:** Education Director

**Compensation:** Non-compensatory  
*(Volunteers who work 1 FULL WEEK of camp (or equivalent partial weeks) receive a Dairy Barn Individual Annual Membership and all associated benefits.)*

### Diversity Statement:

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all visitors, students, and staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

### Description of Duties:

Summer Art Camp Assistants are integral to the function and fun of the Summer Art Camp Program. Assistants provide in-classroom support to Camp Instructors and help supervise and engage with campers throughout the day while gaining valuable experience in education, childcare, and arts programming. Scheduling is flexible with availability to work the full camp day (8:30 am - 4:15 pm) or half days: AM (starts at 8:30 am) or PM (concludes at 4:15 pm or 5:15 pm).

For more about our program, visit: <https://dairybarn.org/summer-art-camp>

- Transferable Skills Summer Art Camp Assistants can expect to gain...
  - Leadership and teamwork
  - Active listening and problem-solving
  - Adaptability and creativity
  - Program/activity development
  - In-classroom participation with experienced art educators
  - One-on-one experience working with children ages 5-13
  - Safety and risk-management training
  - Peer support and conflict resolution
  - Experience aligned with potential future employment opportunities at Summer Art Camp



## Qualifications:

- EXPERIENCE/SKILL REQUIREMENTS
  - Must be at least 15 years of age
  - Interest and aptitude for working with children
  - Ability to create a fun, safe and welcoming environment for children ages 5-13
  - Reliable transportation and timeliness
  - For candidates aged 18 or older, the position will be contingent upon a completed criminal background check, barring any prohibitive offenses, updated every five years, and received by The Dairy Barn prior to the candidate's first assigned duties with children.
- ADDITIONAL SKILLS STRONGLY PREFERRED
  - Prior experience supervising or teaching children is beneficial, but not required
  - Excellent time management and organizational skills to help camp run smoothly and on schedule
  - Creativity and imagination for leading campers in activities outside of class
  - Priority will be given to qualified assistants who are available for the majority of the 6-week Camp Schedule:
    - Week 1: June 2 - June 6
    - Week 2: June 9 - June 13
    - Week 3: June 23 - June 27
    - Week 4: July 7 - July 11
    - Week 5: July 21 - July 25
    - Week 6: Aug. 4 - Aug. 8

## Primary Responsibilities:

- Assist with the instruction, supervision and care of campers during classroom activities under the direction of the Camp Instructors and Group Leaders.
- Help lead campers in supervised activities during drop-off time and Aftercare.
- Provide supervision and care of campers during transitions between activities, bathroom breaks, and during lunch and recess periods.
- Address the needs of campers' physical, emotional, and social well-being as they arise.
- Champion the Camp Agreements (rules and guidelines) and set a positive example for campers to follow.
- Work effectively with the Education Director, Camp Coordinator, and other Summer Art Camp staff.
- Adhere to and promote established Summer Art Camp Health and Safety Procedures at all times.