



SUMMER ART CAMP COORDINATOR: Job Description

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

Position Type: Temporary Hourly Employee (May 19, 2025 - Aug 8, 2025)

Reports To: Education Director

Compensation: \$15.00/hr with a biweekly payroll schedule for up to 330 hours per season

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 to discover, design, and deliver solutions.

Job Description:

The Summer Art Camp Coordinator directly assists the Education Director with the day-to-day activities of The Dairy Barn Art Center's Summer Art Camp Program. The Camp Coordinator will be a point of contact for campers and their families, especially at pick-up and drop-off times. The camp schedule and orchestration of activities will also be managed by the Camp Coordinator including snack, lunch, and aftercare components. The Camp Coordinator is expected to be present for the duration of the camp day, Monday- Friday, unless otherwise arranged. <https://dairybarn.org/summer-art-camp>

Qualifications:

- EXPERIENCE/SKILL REQUIREMENTS
 - Minimum two years experience with youth camps, child care, event planning, program coordination, or administration.
 - Strong communication, customer service, and care strategy to provide support to campers, Summer Art Camp staff, and parents/guardians/camper families.
 - Ability to create a fun and welcoming environment for children ages 5-13
 - Creativity and resilience for managing impromptu situations or unexpected issues.
 - Excellent time management and organizational skills to help camp run smoothly and on schedule.
 - Reliable transportation and timeliness.



- Employment 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.
- EDUCATION STRONGLY PREFERRED
 - A partial or completed Bachelor or Associate Degree in Arts Administration, Management or Strategic Leadership, Recreation, Education, or related field is preferred but not required.
- AVAILABILITY REQUIREMENTS
 - Priority will be given to a qualified candidate whose availability best fits the 6-week Camp Schedule:

Camp ON Schedule is Monday-Friday* Accounts for up to 240 work hours	Camp OFF Prep and Planning Flex Schedule Accounts for up to 90 work hours
Week 1: June 2 - June 6	May 19 - May 30
Week 2: June 9 - June 13	June 16 - June 20
Week 3: June 23 - June 27	June 30 - July 4
Week 4: July 7 - July 11	July 14 - July 18
Week 5: July 21 - July 25	July 28 - August 1
Week 6: August 4 - August 8	

* Schedule includes 30 minutes paid break-time and 30-minute unpaid lunch to equal 8.00 hours/day

Primary Job Responsibilities:

- Work effectively with the Education Director for the planning, preparation, execution, and review of the Summer Art Camp program.
- Administrate daily camp operations and provide support to other camp staff performing their assigned duties.
- Provide direct supervision and care of campers, diligently monitoring and maintaining any health and safety needs (i.e. medications, allergies, sun protection).
- Respond to and resolve issues that disrupt the inclusive learning environment of the camp or that affect individual campers’ physical, emotional, and social well-being.
- Champion the Camp Agreements (rules and guidelines) and provide supportive correction to campers or staff when necessary.
- Adhere to and promote established Summer Art Camp Health and Safety Procedures at all times.