



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. For more about our program, visit:

<https://dairybarn.org/summer-art-camp>

Position Type: Temporary Hourly Employee (May 21, 2026 - Aug 7, 2026)
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. 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.

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 serve as a point of contact for campers and their families, especially during pick-up and drop-off. The Camp Coordinator will also manage the camp schedule and coordinate activities, including snack, lunch, and aftercare. 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>

Camp ON Schedule is Monday-Friday* Accounts for up to 240 work hours 8:30 AM - 4:30 PM	Camp OFF Prep and Planning Flex Schedule Accounts for up to 90 work hours (Roughly 18 hrs/week) DBAC closed Mondays
Staff Training: Wednesday 27th, 9-5 pm Week 1: June 1 - June 5 Week 2: June 15 - June 19 Week 3: June 22 - June 26 Week 4: July 6 - July 10 Week 5: July 20 - July 24 Week 6: August 3 - August 7	May 26 - May 29 Prep Week June 9 - June 12 Tuesday - Friday June 30 - July 3 Tuesday - Friday July 13 - 17 Teen Week July 28 - July 31 Tuesday - Friday Monday, August 10: Pack Up SAC!

* 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 to plan, prepare, execute, and review the Summer Art Camp program.
- Administer daily camp operations and provide support to other camp staff performing their assigned duties.
- Provide direct supervision and care for campers, diligently monitoring and addressing health and safety needs (e.g., 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.

Qualifications:

- EXPERIENCE/SKILL REQUIREMENTS
 - Minimum two years of 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 the camp run smoothly and on schedule.
 - Reliable transportation and timeliness.
 - Employment will be contingent upon a completed **criminal background** check (paid for by The Dairy Barn) and receipt prior to the candidate's first assigned duties with children.
- EDUCATION STRONGLY PREFERRED
 - A partial or completed Bachelor's or Associate's Degree in Arts Administration, Management, or Strategic Leadership, Recreation, Education, or related field is preferred but not required.