

**Position** Part-Time Summer Camp Coordinator

### Job Summary

The Summer Camp Coordinator position will work closely with the Managing Director to handle the daily functions and administrative tasks of ETC's summer camps.

Candidates should enjoy working with families and children and be able to support multiple camps at various summer camp sites around Arlington and Falls Church.

### Essential Responsibilities

- Interfacing on-site with camp staff, parents, site coordinators and participants with enthusiasm and professionalism
- Conducting site visits at least 2x a week including the first day of camp, check-ins, and camp performances
- Coordinating the implementation of summer camps and handling administrative tasks such as managing camp registrations, payments, parent emails and surveys.
- Compiling and distributing camp materials such as rosters, first aid kits, extended day boxes and t-shirts to all camp sites

### Skills and Qualifications

- High School Diploma or GED required, experience in arts administration or camps is a plus
- Appreciation of the arts is required
- Working experience in a similar role and willingness to learn
- Ability to work independently, be flexible, and manage multiple priorities in a fast-paced environment with accuracy
- Proficient computer skills, Microsoft Office proficiency, and Google Workspaces

### Additional Requirements

- Current First Aid and CPR certification required and will be provided by ETC
- Current COVID-19 vaccination required
- Attend a pre-camp orientation and logistics training session
- Must be able to provide transportation and transport supplies to various camp sites

### Hours

On average 10 hours a week to be scheduled remotely and on-site with the Managing Director. Expected start date early June through end of August.

## Compensation

Hourly rate is between \$15 - \$18 depending on experience and skill level.

## How to Apply

Applicants for this position should send a resume to Managing Director, Ashley Hammond, at [jobs@educationaltheatrecompany.org](mailto:jobs@educationaltheatrecompany.org).

Educational Theatre Company is an equal opportunity employer and is committed to providing an inclusive and welcoming environment for all members of our staff and ETC community. Individuals of all ethnicities and gender identities are encouraged to apply.

For more information about Educational Theatre Company, please visit [www.educationaltheatrecompany.org](http://www.educationaltheatrecompany.org).