

Job Title: Summer Camp Assistant

Location: ICA North's Education Pavilion

Employment Type: Part-time, Non-exempt, Seasonal (June - August)

Hourly rate between \$16.50 - \$18.00

Job Summary:

The Summer Camp Assistant will provide operational support for the Art Summer Camp sessions at ICA North's Education Pavilion. They will work closely with the Education Manager to ensure the successful operation of the ICA's seasonal Art Summer Camp. The Summer Camp Assistant will be responsible for on-site student check-in and pickup, responding to any emergency situations involving campers, supervising students during aftercare, overseeing the collection and storage of artworks for the end-of-summer camp exhibition, and more.

Responsibilities:

- Coordinate with the Education Manager to ensure necessary paperwork is ready before check-in and pickup
- Respond to emergency situations involving campers
- Give breaks to Teaching Artists
- Run arts and crafts activities and supervise students during aftercare
- Keep the camp space tidy and check restroom cleanliness
- Manage stock of supplies, snacks, and other items in coordination with the Education Manager
- Supervise children in outdoor activities
- Work with camp interns on specific assignments
- Answer inquiries from parents in person, by phone, and occasionally by email
- Help install student artwork for the end-of-summer camp exhibition
- Other tasks as assigned by the Education Manager to ensure the successful operation of ICA's Summer Camp

Qualifications:

- 1-2 years of customer service experience
- Experience working with students of various ages
- CPR certification (ICA will provide if needed)
- Proactive attitude and excellent interpersonal skills
- Ability to interact with students of all ages
- Excellent customer service skills
- Good understanding of computers and software and the ability to learn and use new technologies as needed
- Excellent time management and organizational skills
- Strong relationship-building skills

- Excellent verbal and written communication skills
- Preferred: Previous art education experience and bilingual in Spanish/English

Application Instructions:

To apply, please send an email explaining your interest in the position with your resume attached to jobs@icasandiego.org.

ICA San Diego strives to demonstrate leadership by modeling excellence and best practices for inclusion, diversity, equity, and accessibility. We believe in the power of human creativity and value the opportunities for connection and learning that exist when cultures and communities come together in collaboration and understanding.

We commit to championing policies and practices that value diversity, foster cultural equity, and create an accessible and inclusive environment. ICA San Diego does not discriminate based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, religion, or any other protected class. We recognize our strengths lie in the broad range of people who contribute their time and talents to our mission and are dedicated to creating a safe, inclusive place. ICA San Diego is committed to providing reasonable accommodations to individuals with disabilities and qualifying medical conditions.