



## Summer Camp Intern

Riverside Arts Center is looking for a creative and enthusiastic Summer Camp Intern to assist the Camp Director in running our arts-based summer camp. This paid internship offers an excellent opportunity to gain hands-on experience in arts education, youth programming, and event coordination.

The Summer Camp Intern will work together with the Operations Manager and Camp Director to help support Riverside Arts Center's Summer camp.

### Responsibilities:

- Collaborate with the Camp Director to plan and facilitate daily camp activities.
- Help set up and clean up materials for workshops, games, and projects.
- Supervise and engage with campers, promoting a safe and inclusive environment.
- Assist with administrative tasks, including attendance tracking and supply management.
- Contribute ideas for programming and help troubleshoot issues as they arise.

Proposed Hours (May be adjusted to accommodate Intern's schedule and agreed upon hours): Total Hours minimum of 10 hours per week a maximum of 15 hours per week depending on the intern's availability, project goals, and school requirements.

- Pre-camp work (M-F; May 15 - June 20)
  - 5-15 hours per week remote and onsite. To be determined by the incoming camp director.
- Camp Work (M-F June 23 - August 8)
  - 10-15 hours per week onsite to assist with camp activities.