



The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization that manages the programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County adjacent to Bethesda and the Town of Glen Echo. The Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Glen Echo Park Partnership is dedicated to encouraging public participation in all that the Park has to offer.

The Glen Echo Park Partnership for Arts and Culture seeks a full-time seasonal Summer Camp Coordinator to coordinate the implementation of Glen Echo Park’s summer camps, and perform all tasks related to daily functions of the summer camp program. The ideal candidate is enthusiastic and reliable and enjoys working with families and school-aged children and possesses some experience working with education programs for children and youth in a school or summer camp setting.

Glen Echo Park camps are the perfect way to encourage budding artists to explore their creativity and have fun while school’s out. From visual arts to performing arts, nature and aquatic life camps to animation, we offer a wide range of quality camps for campers ages 5-17 years old. Summer camp is from June 16-August 22, 2025.

Job Title	Job Posting Date	Closing Date
Seasonal Summer Camp Coordinator	Feb 28, 2025	April 11, 2025
Department	Reports to (Position)	
Education Programs	Registration and Programs Manager	

Job Type	Hours	FLSA Status	Pay Type	Salary Range
Seasonal/Temporary ▾	Full-time ▾ 40 hrs/wk	Non-Exempt ▾	Hourly ▾	\$20- \$22//hr

Work Schedule and Hours

This temporary position starts Monday, May 12, 2025 and ends August 28, 2025. Regular work hours are Monday, 8am-4pm, Tuesday through Friday, 9:30am-6pm. Must attend pre-camp orientation and logistics training in mid May (date to be determined).

Benefits

- Sick and Safe leave (Montgomery County)

Duties & Responsibilities:

The Summer Camp Coordinator is responsible for coordinating the implementation of Glen Echo Park’s summer camps, and performing all tasks related to camps.

- Coordinate implementation of summer camps and handle administration such as sending weekly communication to families
- Serve as point of contact for resident groups and independent instructors
- Distribute and organize weekly camp evaluations
- Assist families and campers in locating their camps, greeting families and handling inquiries
- Compile and distribute camp administration materials such as rosters and camper attendance forms
- Act as point person for summer camp assistants, volunteers, and other seasonal support staff

- Provide support for the After Camp program by preparing the weekly roster
- Manage and maintain inventory of needed snacks and other supplies for both the After Camp and Young Artist Camp programs
- Act as back up support for the Lead Counselors of the Young Artist Camp and After Camp programs as needed
- Other duties as assigned

Supervisory Responsibilities

Oversees the daily operations of summer camp programs

Required Skills & Abilities

- Ability to work independently and demonstrate strong communication skills
- Candidate must be able to communicate verbally with fluent English
- Excellent computer skills (preferably familiar with Mac) and proficiency with Microsoft Office Suite, Google Suite, and internet use
- Basic knowledge of and ability to learn database functionality
- Strong organizational skills and task management with the ability to work independently
- Act as an excellent representative of the Partnership and maintain professional relationships with instructors and families

Education and experience

- Bachelor's degree preferred
- Prior experience working with and supervising children
- CPR/First Aid training preferred, but can be provided upon employment

Physical and Other Requirements:

- Upon hire will be fingerprinted and must pass a CJIS childcare background check.
- Must be able to lift and move objects up to 25 lbs.
- Must be able to walk throughout the Park's working in a multi-facility environment and grounds which include a variety of facilities both historic and renovated. Many of the buildings have stairs.
- Must be able to work in all weather conditions (heat, rain, cold, etc.).
- Must have reliable transportation to and from Glen Echo Park and report consistently and on-time.

To Apply

With 'Seasonal Summer Camp Coordinator' in the subject line, email resumé and cover letter to jobs@glenechopark.org.

Applications submitted without a cover letter will not be considered.

Employment is contingent on a CJIS childcare background check.

Equal Opportunity Employer

The Glen Echo Park Partnership for Arts and Culture is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status or on any status protected by federal, state or local law. Accordingly, as it relates to employment opportunities and in accordance with the law, The Partnership will provide reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should email jobs@glenechopark.org. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.