



# GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

## Part Time Support Staff Members Summer 2022

Bethesda-based arts organization seeks Part Time Summer Support Staff. We are looking for enthusiastic and experienced individuals to assist with aspects of the Park's summer camp programs and carousel operations. The ideal candidate will be flexible, able to work independently, and comfortable working with the public and with children.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization formed to manage and operate the programs and facilities at Glen Echo Park, an arts and cultural center located within a National Park site in Montgomery County. Glen Echo 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 Partnership is dedicated to encouraging public participation in all that the Park has to offer.

Reports to Site Operations Manager and/or Operations Assistant Manager, with daily supervision by program heads depending on the task.

### Responsibilities:

Summer support staff members will be assigned to help with carousel, camp, and registration desk operations, depending on programmatic and operational needs.

### **Carousel**

#### Operating Support

- Assist in loading and unloading riders from the Carousel between rides.
- Check for wristbands and collect tickets at the entrance.
- Supervise rider safety.
- Assist with opening and closing procedures.
- Climb ladders to assist with greasing and oiling gears, changing light bulbs, and other mechanical tasks.
- Clean the Carousel deck and sweep the building floor daily. Periodically clean and polish the brass poles.
- Frequently clean and disinfect carousel animals and chariots.
- Enforce any COVID-19 policies that may be in place with riders, including face masks and social distancing.

#### Ticket Selling Support

- Sell tickets to customers using an iPad with a ticketing app. Facilitate both cash and credit card payments. Calculate correct change for cash transactions.
- Distribute wristbands/tickets and communicate Carousel rules.
- Complete all daily accounting as assigned.
- Assist in selling carousel merchandise.
- Be friendly, answer general park questions, and give directions.
- Assist with opening and closing procedures.

### **Camp and Registration Desk**

Assist GEPPAC staff in various aspects of daily camp procedures for students ages 5-17, Monday through Friday, for the Summer Camp Session (June 20-August 26, 2022)

- Assist GEPPAC staff with camper daily check-in and pick-up.
- Assist with After Camp program as needed.
- Assist instructors with campers during restroom breaks or outside breaks as needed.
- Maintain cleanliness of camp play equipment.
- Manage front/registration desk by handling general calls and emails, or forward to appropriate staff member/department.

- Answer any in-person inquiries at the front desk.

### **Special Events Support**

- Assist with the preparation of Partnership-run special events (Summer Concerts, Outdoor Art Markets).
- Opportunities to work during special events or summer concerts, including set up and clean up.

### General Expectations:

- Be on-time and consistent in reporting to work during hours listed below.
- Dress in an appropriate manner and wear a Partnership-issued shirt.
- Behave professionally and courteously at all times.
- Be knowledgeable of all rules and regulations and be able to enforce them when necessary.
- Act as an excellent representative of the Partnership.

Start Date: June 13, 2022 (with the option to begin working carousel shifts in May)

End Date: August 26, 2022 (with the option to extend for additional hours through September)

### Hours:

- Part time position up to 35 hours per week.
- Scheduled days to work will vary based on programmatic or operational needs, with the schedule set every two to four weeks.
- Hours will vary and include weekend and evening hours.
- Training for carousel and camp/front desk operations will occur June 13-18, 2022.

Pay: Starting pay will be \$14.50/hour.

### Physical and other requirements:

- Must be 16 or older and speak English fluently.
- Must adhere to all COVID-19 policies and procedures that may be in place.
- The position requires the physical ability to climb ladders, and sometimes handle equipment and material up to 25 lbs.
- Must be able to walk or stand on your feet for multiple hours and be able to work in all weather conditions (heat, rain, cold, etc.).
- Must be able to respond verbally and courteously to oral queries.
- Ability to supervise up to 10 children at one time, as needed.
- Must have reliable transportation.
- Some customer service and/or childcare experience is preferred.
- Current First Aid and CPR certification preferred.
- Must provide proof of COVID-19 vaccination.

### To Apply:

Please send resume and cover letter to: [jobs@glenechopark.org](mailto:jobs@glenechopark.org), with "Summer Support Staff" in the subject line. By mail, send to: GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812. No phone calls please.

*The Glen Echo Park Partnership for Arts and Culture is an 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 any status protected by federal, state, or local law.*