



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 lead instructor for its Young Artist Camp for summer 2025. The Lead Instructor develops and implements a daily structure and curriculum for students (ages 12-14) for the Young Artist Camp. This position, with the assistance of an assistant camp counselor, teaches and leads all camp activities.

Job Title	Job Posting Date	Closing Date
Young Artist Camp Lead Instructor	Apr 23, 2025	May 16, 2025
Department	Reports to (Position)	
Education Programs	Programs & Registration Manager	

Job Type	Hours		FLSA Status	Pay Type	Salary Range
Seasonal/Temporary ▾	Part-time ▾	35 hrs/wk	Non-Exempt ▾	Hourly ▾	\$26-\$28/hr

Work Schedule and Hours

- This is a temporary position working 35 hours per week, Monday through Friday, 8:30am – 3:30pm during the weeks of the summer 2025 Young Artist Camp program. The camp is anticipated to run June 23 - 27 and August 4 - 8, 2025.
- Required to attend a pre-camp orientation/training session.

Benefits

- Eligible for Montgomery County Sick and Safe Leave (1 hour sick leave accrued for every 30 hours worked)

Duties & Responsibilities:

- Develop and implement the daily structure and arts curriculum, including supervising visits to resident artist studios for art projects
- Provide instruction for visual arts and crafts curriculum appropriate for ages 12-14
- Responsible for the daily set up and clean up of all activities for the camp program
- Generate a comprehensive supply list, work within a budget, and monitor supply needs throughout the sessions
- Maintain accurate student class roster and records, ensuring parents complete daily sign-in and sign-out procedures
- Manage communication with parents about camp structure and curriculum, and proactively address student-related concerns
- Work with the assistant camp counselor to set up the display of campers' art projects for families and friends at the end of the weekly camp session
- Act as an excellent representative of the Partnership
- Performs other related duties as assigned

Supervisory Responsibilities

- Oversee and coordinate the daily functions of the Young Artist Camp
- Supervise students and report accidents and disciplinary incidents to the Programs & Registration Manager
- Provide direction to the assistant counselor as needed, and lead the supervision of campers
- Supervise any volunteer support

Required Skills & Abilities

- Strong organizational skills and task management with the ability to work independently
- Strong communication and interpersonal skills and ability to maintain a professional demeanor at all times
- Speak fluent English to communicate with campers, parents and staff
- Strong supervisory and leadership skills
- Must be punctual and able to manage tasks in a timely manner
- Proficient with Microsoft Office or Google Suite

Education and experience

- Bachelor's degree or equivalent
- At least 4 years of experience working with children in visual arts in a camp or class setting; teaching experience preferred
- Supervisory experience in a classroom environment preferred
- CPR and First Aid certification required, provided by the Partnership if needed
- Upon hire, must pass a CJIS childcare background check and complete fingerprinting process

Physical and Other Requirements:

- 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.)
- Have reliable transportation to and from Glen Echo Park

To Apply

Email resume and cover letter to jobs@glenechopark.org with the subject line "Young Artist Camp Lead Instructor"

Applicants may be asked to demonstrate their skills or ability to perform the tasks required for this position during the interview process. Employment is contingent on a criminal 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.