



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 Young Artist Camp Program Assistant for summer 2025. This position supports the Lead Instructor for the Young Artist Camp Program to implement a daily structure and curriculum for students ages 12-14.

| Job Title | Job Posting Date | Closing Date |
|-------------------------------------|---------------------------------|--------------|
| Young Artist Camp Program Assistant | May 6, 2025 | May 23, 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 ▾ | \$16-18/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:

- Support the Lead Young Artist Camp Instructor in implementing the daily structure and curriculum of the visual arts camp programs, including visits to resident artist studios and specialized programs (for Young Artists Camp).
- Assist in delivering instruction for visual arts and crafts curriculum under the guidance of the Lead Instructor, while also supervising students as necessary.
- Facilitate materials preparation, daily classroom setup, and cleanup to ensure a safe and organized learning environment.
- Assist in maintaining accurate student class rosters and records, including attendance and performance evaluations.

Supervisory Responsibilities

- Previous experience working with children in visual arts classes or camps is highly preferred.
- Passion for arts education and a commitment to fostering creativity and self-expression in young learners.

- Excellent communication and interpersonal skills, with the ability to engage and inspire campers.
- Strong organizational skills and attention to detail, particularly in managing classroom materials and student records.
- Ability to work collaboratively with the Lead Instructor, fellow staff members, and volunteers to ensure a positive camp experience for all participants.

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

Education and experience

- Bachelor's degree or equivalent is preferred
- At least 2 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
- Must pass a CJIS childcare background check and complete fingerprinting process upon hire

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 Assistant"

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.