



2023 Summer Camp Coordinator

Position Overview:

Music Works Northwest is seeking a summer camp coordinator for June 19 – August 25, 2023. The summer camp coordinator will work 40 hours per week, Monday through Friday between the hours of 8:30am-5:30pm, at Music Works NW in Bellevue, WA.

Hourly Rate: \$17 per hour

Primary Responsibilities:

- Arrive at 8:30 a.m. before any campers have arrived for daily set up. Stay on-site until all campers are signed out.
- Serve as primary contact for parents/caregivers of campers. This includes relaying all summer camp and performance information, checking campers in and out for the day, and answering any questions that parents/caregivers may have.
- Conduct periodic checks and float around each camp to facilitate operations, especially if there is a shortage of camp assistants/volunteers.
- Assist camp directors with leading short activities with campers, working one-to-one with campers who need extra support, and problem-solving any issues that arise in camps (with the support of the program manager)
- Contact parents/caregivers and caregivers as needed to pass along information about any issues that may arise in camps
- Serve as coordinator/supervisor for summer camp volunteers and assistants
- Ensure safety of all campers by communicating with parents/caregivers and camp directors about each camper's health information. Be prepared to intervene in any camp emergencies.
- Call campers' parents/caregivers upon any camp absences, injuries, or inquiries.
- Serve as primary contact between summer camp directors and program manager. Communicate problems that arise and work to solve them.
- Act as director in the absence of any camp directors. Your participation in camps is especially critical in the event of a director's absence.
- Create camp break schedules and performance schedules. Stagger breaks and performances so as to avoid overcrowding.
- Ensure that directors have all equipment and material needs met for their camps. This may require equipment sharing or compromise between directors.

Qualifications:

- Ability to work as part of a team
- Problem-solving skills
- Excellent organizational skills and attention to detail
- Background in music and experience working with children
- Comfortable working with campers, participating in camps as needed, and supporting faculty members in the leading of camp activities as needed
- Familiar with or ability to learn Microsoft Office Suite

About [Music Works Northwest](#): Music Works Northwest is a non-profit community music school whose mission is to change lives through accessible music education and experiences. We serve all ages and abilities at Music Works through virtual and in-person music lessons, music classes for all ages, music therapy services, and summer camps. We are located in Bellevue just north of I-90 and west of I-405 off the SE 8th exit.

Non-Discrimination Statement: It is the policy of Music Works NW that employment decisions shall be based on merit, qualifications, and competence. Except where required by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, gender, national origin, age, sexual orientation or any other characteristic protected by law.

Application Instructions: Interested candidates should send a resume and cover letter to kschneider@musicworksnw.org.