



FirstWorks is a Providence, Rhode Island-based non-profit arts organization dedicated to enhancing our community's cultural, educational, and economic vitality by engaging audiences with performing arts and education programs.

### **We are hiring a Camp Coordinator**

The Camp Coordinator will help with camp preparation, counselor training, daily logistical support, and evaluation of an in-person Summer Arts Camp enrichment program administered by FirstWorks for the Pawtucket School District. The five-week program features daily activities with camp counselors and experienced artists who will teach team building, meditation, and creative and expressive skills, all concentrated in forms of sound, movement, theatre, and visual art. The program will also take students on excursions to artistic and cultural venues in RI for workshops with creative practitioners in the community. The themes of this year's program use art to convey how we think about food, ancestry, environmental justice, and identity. Students will reflect and connect different artistic styles, social and cultural learning, and expressive practices to create their art, showcased during the camp's last week.

FirstWorks is looking for individuals with a passion for arts education. The Camp Coordinator will work at the FirstWorks office in Providence (235 Promenade Street, Suite 130) and onsite at Pawtucket School (exact location TBD).

- Mon-Wed, June 16 - 18, 12:30 pm – 4:30 pm (Coordinator Orientation and Camp Preparation)
- Mon.-Thu, June 23 – 27, 11:30am – 4:30 pm (Counselor Orientation, Training, and Planning)
- Mon—Thu, June 30– July 31, 8:15 am – 3:15 pm (5 weeks of camp), plus an additional two hours each week for planning on a schedule agreed upon by all counselors.
- Fri, Aug 1, 10:00 am – 2:00 pm (Evaluation, Feedback, Organizing Camp Materials)

#### **Duties & Responsibilities:**

- Participate in orientation and preparation before camp begins. (i.e. organization of camper documents, materials, and counselor binders)
- Along with FirstWorks' Education Director, assist with training Camp Counselors to build a caring community, ensure camper safety, and maintain adequate health and hygiene measures.
- Take daily attendance and submit a daily lunch count each morning. Contact parents of absent campers to check in.
- Serve as the primary point of contact between FirstWorks, all counselors, and school building personnel.
- Be a point person for on-site support including behavior intervention, programmatic changes, and emergencies.
- Provide logistical support for camp staff, including weekly purchasing, organizing, and distribution of materials requested by counselors and artists.
- Chaperone students via bus on all excursions and ensure camper safety at excursion locations.



- Abide by all Pawtucket School District building procedures and protocols.
- Participate in and document evaluation of individual sessions and overall camp impact.
- Assist with breakdown of camp and organization of materials for future years.

Desired Skills/Experience:

- Previous experience working with middle school-aged children is preferred.
- Ability to work and communicate appropriately with a team and middle-school students.
- Ability to adapt and problem-solve.
- Highly energetic and enthusiastic leader.
- Values diversity, equity, and inclusion.
- Experience in any creative medium is strongly preferred.
- Bilingual preferred (English/Spanish/Portuguese)
- CPR/First Aid Certified (preferred).
- Access to reliable transportation
- All applicants must be 18 or older and pass a state and federal background check.

Anticipated Salary: This is a fixed-term contract set at \$23/hour, capped at 152 hours.

Job Duration: June 16- August 1, 2025

**We will begin reviewing applications March 1, 2025.**

Please submit a resume, three references, and a cover letter to [admin@firstworks.org](mailto:admin@firstworks.org) with “Camp Coordinator” in the subject line.

*FirstWorks is an Equal Opportunity Employer. We are committed to a diverse workplace. Gender expansive individuals, people of color, and people with disabilities are encouraged to apply.*