



2021 Summer Camp Coordinators

Position Overview:

Music Works Northwest is seeking a summer camp coordinator for in-person, outdoor and virtual summer camps between June 21 – August 30, 2021. The summer camp coordinator will work between 30-40 hours per week, Monday through Friday between the hours of 8:30am-5pm, at Music Works NW or off-site at a park in the Bellevue area

Hourly Rate: \$15 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 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 may have.
- Serve as summer volunteer coordinator. Organize and lead all volunteers and camp assistants.
- Ensure safety of all campers by communicating with parents and camp directors about each camper's health information. Be prepared to intervene in any camp emergencies.
- Call campers' parents upon any camp absences, injuries, or inquiries.
- Conduct periodic checks and float around each camp to facilitate operations, especially if there is a shortage of camp assistants/volunteers.
- Serve as primary contact between summer camp directors and Music Works staff. 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 needs met for their camps. This may require equipment sharing or compromise between directors.
- Manage T-shirt inventory for all summer camps.
- Assist with front desk duties whenever possible. This includes creating summer camp rosters, e-mailing summer camp parents, and being at the front desk when the primary receptionist is busy.
- Problem-solve and assist with any technology issues that arise during virtual camps.
- Ensure that campers, camp directors, camp assistants, volunteers and families are complying with safety protocols related to reducing the spread of COVID-19. Notify camp directors and/or Music Works staff of any non-compliance as necessary.

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
- Familiar with or ability to learn Microsoft Office Suite (including Teams) and Zoom

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.