



## Midland Center for the Arts Position Available

**Position Title:** Summer Education Assistant – Part-Time

**Group/Department:** Education

**Supervisor:** School and Public Program Coordinator

**Duties:** See Position Description

**Classification:** Temporary Part Time

**Hours:** ~5 ½ hours per day (Monday-Friday); June 17<sup>th</sup> – August 23<sup>rd</sup>

**Wage:** \$9.45

**Qualifications:** High School juniors, seniors or graduates. Experience working with children in a leadership role. Excellent presentation and communication skills. Problem solving skills. Able to work independently or in groups. Previous database and summer camp experience helpful.

**Application:** Email cover letter and resume to: [siegmund@midlandcenter.org](mailto:siegmund@midlandcenter.org)

Tina Siegmund  
HR, Payroll & Benefits Manager  
Midland Center for the Arts  
1801 W. St. Andrews  
Midland, MI 48640

## Midland Center for the Arts Position Description

### General Purpose of Position:

Summer Education Assistant is responsible for assisting with the Summer Camp Program and additional educational programs occurring at the Alden B. Dow Museum and Heritage Park throughout the summer. The Summer Education Assistant will assist the Summer Camp Specialist with check-in and check-out, before care and after care, administrative work, snack preparations and lunch supervision. The Assistant will help prepare supplies, materials, and rosters for the Summer Camp Program as well as additional educational programs, including History Weekends at Heritage Park.

### Principal Duties and Responsibilities:

1. Attend all training sessions.
2. Provide supervision for campers before or after camp sessions and during supervised lunchtime.
3. Provide assistance in summer camp classroom when needed.
4. Maintain inventory of educational supplies and assist with the preparation of materials for upcoming programs.
5. Assist with administrative duties including camp rosters, camp forms, lesson plan and print out organization, inventory.
6. Understand and enforce all hands-off and hands-on including the Art Studios, Hall of Ideas, and Midland County Historical Society-Heritage Park.
7. Acts as a professional representative of the Center.
8. Be familiar with other camps and Center programs as they are offered and suggest classes and programs that may interested visitors.
9. Be familiar with the history and mission of the museum and Center.
10. Other duties as assigned.