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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Create Arts Center

Address: 914 Silver Spring ave. Silver Spring MD, 20910

Organization Website: createartscenter.org

Organization Description: CREATE Arts Center has provided art classes, art therapy and community outreach across the metro region since 1986. We offer classes and workshops for all ages and levels of experience. CREATE's K-12 art education programs foster academic, social and emotional development for students, while finding joy in artistic expression. Art therapy helps individuals of all ages create meaning and insight into healthy ways to cope with overwhelming emotions, trauma, resolve problems, enrich daily life, and achieve an increased sense of well-being.

Position Logistics

Intern Preference: No preference

Start and End Date: Mid June 2025- End of Aug 2025 (ideally someone with availability between June 9th-Aug 22, but we will be flexible with the right candidate)

Hours per Week: 20-30h

Number of Weeks: 9-11 weeks (ideally 11 weeks)

Expected Daily Hours: Mon-Friday (no weekends). 4h-7h shifts daily, between 8am-4pm (depending on the student availability schedule may be 8am-12pm/1pm Mon-Fri OR 12pm-3:30/4pm. (we may consider someone for 3 full days 8am-3:30pm).

Important Availability Dates: Orientation date TBD - 3h usually a Sat/Sun in late May.

Location: In-person

Position Information

Core Technical Skill Set:

- Program Management - includes program design and overseeing day to day program operations
- Direct Service - includes hands on engagement with beneficiaries, working with volunteers, and supporting program operations

General Duties and Responsibilities:

The summer Program Assistant will:

- Works closely with the summer camp manager to ensure camp operation is running smoothly. Work closely with the program director to ensure summer ed. programs run effectively while camp remains in high priority.
- Summer Camp Coordination - communication with teaching artists before and during camp weeks, Oversee check in and dismissal from camp which includes communication with parents and caregivers.
- Oversee 5 art studios maintenance- work with teaching artists and staff to ensure studios are kept in clean and organized studios.
- Art supplies management - Maintain Art supply inventory and manage teaching artists supplies requests handle orders with budgetary constraints.
- Planning art projects, adjusting plans based on student's needs and available resources, supporting teachers with behavioral needs and classroom management.
- Work with summer Camp manager to provide guidance to CIT's (counselors in training) and HS interns.
- Teaching/facilitator responsibilities- Step in as sub for teaching artists/after care leaders as needed.
- Admin assistant - assist with registration functions and email correspondence as needed.

Specific Deliverable(s): Develop CIT/Summer RISE/Summer intern handbook for new summer volunteers Develop Summer curriculum sample

Qualifications:

- Preference for experience working with elementary age students in formal or informal settings.
- Must enjoy working with children and visual arts (experience in visual arts teaching is not necessary.)
- Must clear Federal and State Criminal Background check
- Ability to handle multiple tasks and prioritize, work in a high paced environment, demonstrate flexibility and be able to switch from task to task as needed. Strong team player, take and share feedback constructively and with kindness.

Preferences:

- Strong communication skills- verbally and in writing, work with google suite (gmail, basic excel, google doc)
- Willingness to learn (within short training, and on the go) registration system

- (sawyer). Passion for the arts a plus (passion for education a must)
- Interest in program development, non profit, grant writing - a plus.

Physical Demands of Position: This position requires the ability to stand, bend, lift (up to 25lb), climb stairs (no elevators in building), Clear vision and hearing for supervising campers and responding to safety concerns. Fine motor skills for handling art materials and using office equipment. Ability to be in a mild-moderate noise level with high stimulation of children's movement and sound, with multiple activities simultaneously.