



## **Position: Summer Camp High School Intern**

### **General summary:**

The Summer Camp High School Intern works with campers, grades 1-8, providing engaging, fun, and educational experiences at Dixon Art Camp. Applicants should exhibit enthusiasm for learning and teaching and be able to create a supportive learning environment for participants. Excellent communication skills, friendliness with children and adults, compassion, patience, and lots of energy are required.

**About the camp:** Dixon Art Camp is a free, week-long experience for Memphis Shelby County School students in rising grades 1-8, hosted June 16<sup>th</sup>-20<sup>th</sup> and 23<sup>rd</sup>-27<sup>th</sup>, 2025. During each week, campers explore a variety of media and techniques alongside enthusiastic artist mentors. Using the beautiful Dixon grounds and collections as inspiration, students learn about the museum and art through this one-of-a-kind experience. Once the first week is completed, the curriculum is repeated for a second week with a new group of campers.

### **Job duties and responsibilities:**

- Attend and complete all required training and camp meetings prior to camp start date. Training dates will occur the week before camp begins (June 9<sup>th</sup>-13<sup>th</sup>). Any meetings will be scheduled on an individual basis.
- Under supervision of the Camp Instructor and Camp Assistant Instructor, monitor campers to ensure a positive and safe experience for all.
- Ensure a safe and caring environment for all visitors.
- Encourage positive interactions between participants.
- Willingly assist Camp Instructor and Camp Assistant Instructor as requested.
- Assist with the implementation of the lessons created by the Camp Instructors.
- Assist and supervise campers during lunchtime, free play and snack time.
- Straighten, clean, reset and generally keep in order camp activity areas as assigned.
- Prepare camp activities as directed.
- Detect and immediately report problems and anticipate the needs of participants.
- Maintain a cordial and cooperative working relationship with other staff, volunteers and parents.
- Support and adhere to the mission, work rules, policies and procedures of the Dixon Gallery and Gardens.

- Exhibit willingness to perform whatever duties are necessary to ensure the smooth operation of camp, even if not specifically stated in the primary duties.

**Qualifications:**

- Current High School Junior or Senior.
- Previous experience working with youth audiences.
- Dependable, positive, and enthusiastic attitude.
- Excellent interpersonal and communication skills with both children and adults.
- Self-directed, proactive, energetic, highly motivated, and outcome oriented.
- Excellent organizational skills and attention to detail.
- Team-player.
- Spanish speaking is a plus, but not a requirement.

**Compensation:** This is a paid position, with a one-time stipend to be paid upon completion of the contract period.

**To apply:** Email your cover letter and resume to Christine Ruby at [cruby@dixon.org](mailto:cruby@dixon.org).