



ART BARN SUMMER CAMP CLASSROOM ASSISTANT

Under the direction of the Program Director and Operations Manager, Classroom Assistant will play a vital role in assisting Instructors with the preparation of art materials and assisting with the implementation of art projects, as well as representing the Art Barn School of Art (ABSA) mission. The pay is \$10/hour for 20 hours per week, either 5 or 6 weeks during the summer (final schedule to be determined), with some additional optional paid outreach opportunities. To Apply, please contact Melissa Washburn, Program Director at 219-462-9009 or mwashburn@artbarnschool.org

Duties and Responsibilities

- Assist Instructor with implementing art activities for Art Barn students ages 5-12.
- Summer Camps run weekly June through July. Each weekday camp is 3 hours in length. Camps run Monday to Friday from 9:00am-12:00pm. Instructors and Classroom Assistants should arrive 15-30 minutes before class to prepare materials and greet campers (and on Monday each week to get a brief training from the Instructor).
- The Classroom Assistant can assist with assigning classroom jobs as campers arrive. It is encouraged to include campers when appropriate in the preparation of project materials and the clean up process at the end of each camp day.
- The instructor and classroom assistant are encouraged to take a break with the students halfway through the class to spend time outside. Students are welcome to bring and eat their snack/lunch at this time.
- Students may choose to play outside for 15-30 minutes during this break. The classroom assistant can help initiate a game or activity that incorporates team-building or creativity during this time.
- Responsible for helping model/maintain an inclusive and safe space for campers to create art.
- At the end of each day assist the instructor with cleaning supplies and returning furniture and materials to their proper location.
- Assist with camper pickup and drop off each day
- Responsible for calling and letting staff know if they are running late or need to miss work due to illness/emergency.

Experience and Training

Experience with youth preferred (either paid or volunteer)

Skills and Abilities

- Punctual and reliable
- Strong communication and organizational skills
- Some basic knowledge of art materials preferred, but not required
- Ability to exercise patience and diplomacy in difficult situations

Summer Camp Sample Daily Schedule

8:30 am	arrival of staff
9:00 am	camper dropoff
9:05 am	project introduction
11:00 am	lunch break/group game or activity
11:30 pm	continue project
11:45 pm	cleanup
12:00 pm	parents pick up
12:30 pm	leave for the day

Summer 2025 Camp Dates/Themes (tentative)

Week 1, June 9-13: Kids Clay Camp - week 1 of 2 (ages 6-9)
Mythical Creatures Camp (ages 5-11)

Week 2, June 16-20: Kids Clay Camp - week 2 of 2
Prints in Nature Camp (ages 5-11)

Week 3, June 23-27: Comics Camp (ages 6-12)

No Camp week of July 4

Week 4, July 7-11: Youth Clay Camp - week 1 of 2 (ages 10-14)
Origami and Paper Play (ages 8-12)

Week 5, July 14-18: Youth Clay Camp - week 2 of 2
Creative Nature Camp (ages 6-12)