



# CATHEDRAL ARTS PROJECT

## Program Summer Intern

### About CAP

The Cathedral Arts Project is the leading nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for elementary and middle school students in Duval County. The driving force behind all CAP programs is the belief that the arts matter – they provide essential skills, like creative thinking, perseverance, teamwork and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville in 2016, we offer a culture of creativity and collaboration right in the heart of downtown Jacksonville.

### Reporting Structure

This position will report to the Director of Programs and Summer Camp Coordinator.

### Overview

June – July 2018 | Monday – Friday, 8 a.m. – 3 p.m.

CAP's Summer Camp provides quality, standards-based instruction in dance, music, theatre and the visual arts during summer months.

### Essential Responsibilities

Assist the Program Team with summer camp logistics, which includes but is not limited to:

- Constant supervision of campers' safety and whereabouts.
- Managing camper drop-off and pick-up.
- Assisting teaching artists in the classroom.
- Identifying and responding to camper behavior issues.
- Assisting in maintaining accurate records, including incident reports, daily attendance, etc.
- Knowing and understanding all emergency procedures associated with the summer camp.
- Communicating with parents about camper experiences and reporting concerns to Summer Camp Coordinator.
- Other duties as assigned.

### Qualifications

- Strong organizational and communications skills
- Ability to work independently and with a team
- Experience working with elementary school children preferred.
- Experience in education, art, music, theatre, dance or related field preferred.
- Dual-language Spanish speaker preferred.

## Requirements

- Must be at least 16 years old.
- Responsible for transportation to and from office and program site.
- Pass official Level 2 background check as outlined by Florida state law.

## To Apply

Please submit a cover letter and résumé to the Director of Programs at [kristin@capkids.org](mailto:kristin@capkids.org).