



di Rosa

di Rosa Center for Contemporary Art

POSITION TITLE: Assistant to the Camp Director

REPORTS TO: Associate Director of Education & Civic Engagement

CLASSIFICATION: Part-time hourly, non-exempt

RATE: \$18-\$22/hour depending on experience

AVAILABILITY

Join the team as the Assistant to the Camp Director for our summer camps! **We are hiring this assistant to start on June 17th and work through all four weeks of camp.**

Summer camp weeks are July 8-12, July 15-19, July 22-26 & July 29- August 2.
Two days of training/prep will take place the weeks of June 17th and June 24th.

SUMMARY

Assistant to the Camp Director reports to the Associate Director of Education & Civic Engagement and supports in many aspects of camp operations, including administrative tasks and communication, activity setup and clean up, and other tasks as necessary. Flexibility, attention to detail, and ability to work with both children and adults are essential.

This position will include work days two weeks before the start of camp to assist with communications with camp parents and finalizing camp rosters. Scheduling during these two weeks will be flexible but preferably will consist of two full eight-hour days each week. Once camp starts, the assistant will be scheduled Monday-Friday from 7am – 11am.

ABOUT DI ROSA

Protected in perpetuity under the Napa County Land Trust, the site features multiple galleries, a sculpture park, and a 35-acre lake, all located on 217 scenic acres in Napa Valley's famed Carneros region. di Rosa originated as the vision of Rene di Rosa (1919-2010), a prolific collector whose famed vineyards enabled his development of a world-class art collection. Together with his wife Veronica di Rosa (1934-1991), he used the sale of his vineyards to build an "art park" for the greater public. The organization was incorporated as a nonprofit public trust in 2000.

Today di Rosa presents contemporary exhibitions by Bay Area-based artists and an array of educational programs for all ages, in addition to maintaining a permanent collection of notable works by artists with ties to the Bay Area from the mid-twentieth century to the early 2000's. For more information, visit dirosaart.org.

KEY RESPONSIBILITIES

- Provide administrative support to the Camp Director, including updating spreadsheets, managing emails, and handling phone calls.
- Assist in some day-to-day operations of the camp, including coordinating activity schedule, organizing equipment and supplies, setting up games and activities for campers every morning, and assisting in the supervision of art and nature activities.
- Maintain accurate records, profiles, and rosters related to camp operations.
- Be flexible and willing to assist with additional tasks and responsibilities as needed to support the overall success of the camp program.
- Obtain a CPR/First Aid certification and a fingerprint/background check. (Paid by di Rosa.)
- Attend all training sessions and meetings.

SKILLS & QUALIFICATIONS

- Experience working with youth in a recreational and/or educational setting.
- Experience working with spreadsheets in Microsoft Excel and/or Google Sheets.
- Excellent communication via email and phone calls.
- Resourceful and proactive with proven problem-solving abilities.

To Apply, Please Provide the Following:

- Resume with employment history and contact information for 2 references.
- Application materials should be emailed, in PDF format, to hugo.corro@dirosaart.org with

“Application: Assistant to Camp Director” in the subject line.

Please note: di Rosa Center for Contemporary Art is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, gender or gender identity, national origin, disability, age, citizenship status, marital status, Vietnam era or special disabled veteran's status, sexual orientation or other bases protected by law. di Rosa makes reasonable accommodations for qualified applicants and employees with disabilities as defined by and in compliance with California law.