



Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

Job Title: Summer Camp Assistant

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Department: Education and Engagement

Reports to: Education Director

FLSA Classification: Full time, Seasonal, non-exempt

Start Date: May 26, 2026

Salary: \$15.61/hour

Position Overview:

Cincinnati Playhouse in the Park seeks a Summer Camp Assistant for our 2026 Summer Theatre Day Camp program.

The Summer Camp Assistant will help to oversee the facilitation of aspects of the day to day of camp including but not limited to; check-in and check-out, basic parent communication, materials and room prep, implementing the staff break plan, and class rotations. They assist in creating and maintaining a positive and fun camp environment.

Ideal candidates are currently attending college, are recent college graduates or possess relevant experience, have experience working with children and are enthusiastic about summer camps.

Summer Camp Assistants are hired for eight weeks of camp plus training. Camp dates run June 1 – June 26, 2026, and July 6 – July 31, 2026. Camp hours are typically between 8:45 a.m. – 4:15 p.m., Monday – Friday, and shifts will be typically assigned between the hours of 8:30 a.m. and 4:30 p.m.. Shifts may change as need arises and some Fridays may have additional hours due to performances. Total hours will typically run 30-40 hours per week, not to exceed 40 hours per week. Selected candidates will ideally be available for training and preparation from 9:00 a.m. – 5:00 p.m. on May 26-29, 2026.

Program Schedule:

Orientation/Prep Week

- May 26-29, 2026, 9:00 a.m. – 5:00 p.m.

Camp dates:

- Weeks 1-4: June 1 – June 26, Monday-Friday
- Weeks 5-8: July 6 – July 31, Monday-Friday
- Camp Days Off (unpaid): June 19 and June 29-July 3

This position may require travel to camp locations including Cincinnati Playhouse in the Park and Mason Community Center/Middle School/High School. Qualified candidates must be flexible and able to move to a different location if needed by the camp administrative team; therefore, candidates must possess reliable transportation.

Position Responsibilities:

- Help to maintain camp paperwork including check-in/out sheets, name tags and group rosters for each week
- Assist with parent communication during camp
- Help with daily check-in/out process
- Assist with processing all injury reports
- Help to oversee the set-up and strike of classrooms each week
- Help to implement break and class rotation schedule
- Troubleshoot challenges as they come up
- Perform other duties as assigned

Ideal Qualifications and Requirements:

- Experience working with children
- Experience with arts administration/administrative processes preferred
- Good email communication skills
- Experience with customer service
- Organized and able to solve problems quickly and positively
- Ability to interact and build relationships with people of diverse backgrounds, personalities and working styles.

Work Environment and Physical Demands:

- The employee is frequently required to stand, walk, stoop, kneel, crouch or crawl
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift up to 25 pounds
- The employee must have the ability to speak clearly and to hear/listen to campers and other staff via phone or in person
- The employee must have digital dexterity and hand/eye coordination in operation of standard office equipment (computers, phones, photocopiers, and filing cabinets)
- This position may require local travel to other worksites. Therefore, this employee must have reliable means of transportation.
- Housing is not available at this time.

The physical demands and safe working expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without a reasonable accommodation.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

Employment is contingent upon successful completion of a background check.

To Apply:

Qualified candidates should submit a cover letter, resume and references to Ariana Moses, Education Director with the subject line: Summer Camp Assistant Application. Ariana.Moses@cincyplay.com No

phone calls please. Applications will be reviewed on a rolling basis and the position will be filled as soon as the successful candidate is identified.