

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 Launch Pad Coordinator

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Department: Education and Engagement

Reports to: Education Director

FLSA Classification: Full time, Seasonal, non-exempt

Start Date: May 27, 2025

Salary: \$20.40/hour

Position Overview:

Cincinnati Playhouse in the Park seeks a Summer Camp Launch Pad Coordinator for our 2025 Summer Theatre Day Camp program.

The Launch Pad Coordinator will, before each week of camp, contact parents/guardians to check in about students and obtain additional information about children attending camp each week. During the camp week they will work with CPIP staff to make sure camp is running smoothly and will field parent calls and camper needs. They will help to facilitate the camp plan and make in-the-moment decisions in conference with Education Staff. Day-to-day, they will give support to all students at summer camp with special attention paid to students enrolled in or needing the resources provided by the Launch Pad program. They will help to mentor Teaching Artist Fellows in how to work with and support the needs of all learners during the camp day by observing and providing feedback. Coordinators may be assigned to any of our locations over the course of the summer including Mason Community Center/Mason High School, Cincinnati Playhouse in the Park and Ignite Institute.

The Launch Pad Coordinator is responsible for assessing the needs of camp participants, implementing action plans, mentoring Teaching Artist Fellows and advising camp staff, and collaborating with Playhouse Education Staff and other professional artists. They are responsible for assisting with the running of camp and maintaining a positive and fun camp environment.

Launch Pad Coordinators are typically hired for eight weeks of camp plus training. Camp dates run June 2 – June 27, 2025, and July 7-August 1, 2025. Camp hours are typically between 8:45 AM – 4:15 PM, Monday – Friday and shifts will be typically assigned between the hours of 8:30 AM and 4:30 PM. 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 also ideally be available for approximately 20 hours of training and preparation May 19-23 and from 9:00 am – 5:00 pm on May 27-30, 2025.

Program Schedule:

Orientation/Prep Week

- May 19-23, hours as arranged
- May 27-30, 2025, 9:00 am – 5:00 pm

Camp dates:

- Weeks 1-4: June 1 – June 27, Monday-Friday
- Weeks 5-8: July 7-August 1, Monday-Friday
- Camp Days Off (unpaid): June 19 and June 30-July 4

This position may require travel to camp locations including Cincinnati Playhouse in the Park, Ignite Academy and Mason Community Center/Mason 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:

- Read through the medical forms of all children enrolled in Summer Camp each week with particular attention to those enrolled in the Launch Pad program/that may need extra support.
- Contact each family to gauge needs and coordinate social story packets, visits, and videos for pre-camp preparation.
- Create a narrative overview of the campers enrolled each week, their needs and accommodations needed to share with all camp instructors and staff.
- Troubleshoot challenges that arise for campers each week and support students who need more help acclimating.
- Coach counselors and instructors on best practices for students who may need accommodations.
- Observe Rehearsal and Performance, Acting and Improv classes and give instructors and counselors input on how to give more concrete direction and instruction
- Direct parent communication during camp and maintain communication with parents over the course of each camper's experience
- Oversee daily check-in/out process
- Trouble shoot challenges as they come up
- Attend meetings and training sessions
- Other duties as assigned

Ideal Qualifications and Requirements:

- Experience in teaching all learners and special education
- Experience teaching children and/or teenagers
- Energetic, responsive, flexible, creative
- Attentive to details, ability to work independently
- College graduate, or relevant experience
- Good communication skills
- Organized and able to solve problems quickly and positively

- Knowledge of theatre and drama class practices is a plus, but not required

PHYSICAL REQUIREMENTS

- 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 reasonable accommodation.

While this description is intended to accurately reflect the current position, it is not 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 at Ariana.Moses@cincyplay.com with the subject line: Launch Pad Coordinator Application. No phone calls please. Applications will be reviewed on a rolling basis and the positions will be filled as soon as the successful candidates are identified.