



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 Launchpad Family Coordinator

Department: Education and Engagement

Reports to: Education Director

FLSA Classification: Full time, Seasonal, non-exempt

Start Date: May 22, 2023

Salary: \$18.00/hour

Position Overview:

Cincinnati Playhouse in the Park seeks a Summer Camp Launchpad Family Coordinator for our 2023 Summer Theatre Day Camp program.

The Launchpad and Family Coordinator will, prior to each week of camp, reach out to parents/guardians to check in regarding students and obtain additional information about children who will be attending camp each week. During the camp week 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 Launchpad program during our 2023 summer camp. They will help to mentor Teaching Artist Fellows in how to work with and support the needs of all learners during the course of the camp day by observing and providing feedback.

Coordinators may be assigned to either of our locations over the course of the summer including: Mason Community Center/Mason Middle School and Cincinnati Playhouse in the Park/Pilgrim Chapel

This is a temporary position with an hourly rate of \$18. Camp dates run June 4 – June 30, 2023, and July 10-August 4, 2023. Launchpad Family Coordinators will work approximately 30-40 hours per week. Work hours are 8:30 – 4:30 PM, Monday – Friday. Some Fridays may have additional hours due to performances.

Selected candidates ideally will also be available for 15-20 hours of preparation during the week of May 22-26 and May 30-June 2, 2023, 9am-5pm, for camp staff training and preparation

This position requires travel to camp locations including Mason Community Center/Mason Middle School and Cincinnati Playhouse in the Park/Pilgrim Chapel. Qualified candidates must be flexible and able to travel to and from camp locations; 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 Launchpad program/need special accommodations 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 with special needs
- Observe Rehearsal and Performance, Acting and Improv classes and give instructors and counselors input on how to give more concrete direction and instruction
- Maintain communication with parents over the course of each camper's experience
- 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
- This employee must have reliable means of transportation

All employees are expected to receive the COVID-19 vaccination unless a reasonable accommodation has been approved.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan – while at work and outside work – that continues to be updated per latest state and Federal guidelines.

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, and Amy Stier, Human Resources, using this application link:

<https://form.jotform.com/223547060326148> 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.