

assemble

a community space for arts + technology

Assemble Summer Camp Assistant Internship

To apply, please send your resume and letter of interest to jobs@assemblepgh.org

Questions? Call 412.661.6111 or visit assemblepgh.org

Assemble is a 501(c)3 nonprofit organization dedicated to fostering learning and creativity. Assemble envisions diverse neighborhoods of empowered people who create, connect, learn, and transform together. We build confidence through making by uniting communities of artists, technologists, makers, and learners both in our space at 4824 Penn Ave and beyond.

General/Position Summary

Assemble is looking for a Summer Camp Assistant to support our in-house summer camps. This internship will take place in our space at 4824 Penn Ave as well as virtually. The Summer Camp Assistant will be working directly with students and other interns, including high school interns. All interns are strongly encouraged to attend suggested professional development sessions and meetings.

Schedule: Summer camp begins on June 21 and ends on August 9. Camps run from Monday through Friday. Our two shifts are 8:30am-12:30pm or 12:30-4:30pm. Other shifts can be made to accommodate other work schedules.

Principle Duties and Responsibilities

- Assist with in-house summer camp programs
 - Flexibility with working in-person strongly encouraged as well as virtual programming during covid restrictions
 - Attends teacher onboarding virtual training in early June 2020
 - Assists teachers in facilitating the delivery of Science, Technology, Engineering, Art and Mathematics (STEAM) activities and lesson plans during regularly-scheduled summer camps
 - Assists Assemble staff in distributing morning or afternoon snacks
 - Maintains a clean environment and performs any necessary setup and cleanup
 - Assists teachers with childcare during free time, lunch, and recess
 - Assists teachers in managing classroom behavior while promoting a positive and constructive learning environment
 - Attends end-of-camp teacher debrief meetings on Fridays
 - Maintains professional interaction with teachers, students, on-site contacts, and parents
 - Adapts to unplanned events or unexpected changes quickly and professionally

Knowledge, Skills and Abilities Required/Qualifications

- PA clearances to work with children (Criminal, Child Abuse, FBI, and National Sex Offender Registry Verification)
- Culturally relevant communication skills and authentic engagement
- Knowledge of STEAM or Maker Education is a plus but not necessary
- Ability and knowledge on how to communicate through email
- Ability to be professional, personable, and welcoming
- Must have reliable transportation (we have bike parking and we're located on the 88 bus line).
- An interest in working with messy art materials

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veteran status. Improper interference with the ability of Assemble's employees to perform their expected job duties is absolutely not tolerated