



Art in the Park Summer Camp Coordinator (SCC)

Position Type

Seasonal, Hourly (Non-Exempt)

Reports To

Program Manager, Friends of Sharon Art Studio

Works Closely With

Executive Director, instructors, volunteers, and San Francisco Recreation & Park Department (SFRPD) staff

Compensation & Benefits

\$35/hour (Approximately 27 hours per week)

Non-paid holidays: June 19 (Juneteenth) and July 4

Paid Sick Time

Free classes subject to availability (outside of regular work hours)

Schedule

Approximately 28 hours/week during camp weeks

Reduced, flexed hours during pre-camp planning and post-camp wrap-up

Typical schedule: Monday–Thursday, 9:00 AM–4:00 PM

Position runs approximately mid-May through July 30

Organizational Overview

Friends of Sharon Art Studio (FOSAS) is the nonprofit partner of the San Francisco Recreation & Park Department at the Sharon Art Studio in Golden Gate Park. Together, we offer accessible, high-quality art programming for youth, teens, and adults across ceramics, fine arts, jewelry and metal arts, and glass.

Art in the Park is FOSAS's summer program for youth ages 11–17, focused on creative exploration, inclusion, and joyful learning in a public arts setting.



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Position Summary

The **Summer Camp Coordinator (SCC)** is the operational lead for Art in the Park. This role ensures that camp runs smoothly, safely, and with care for students, instructors, and families.

The SCC oversees daily logistics, staff coordination, caregiver communication, and camp systems so instructors can focus on teaching and the Program Manager can focus on program quality. This role carries real authority and responsibility and is central to creating a calm, organized, and welcoming camp environment.

Core Responsibilities

Pre-Camp Planning & Setup (May–Early June)

- Prepare for and help lead all-staff camp training (June 3-5)
- Finalize instructor schedules and onboarding logistics
- Prepare and manage caregiver paperwork (ePact, walk-from-home forms, etc.)
- Draft and send caregiver welcome and reminder communications
- Set up check-in/check-out systems and camper rosters
- Prepare camp documents and materials, including:
 - Daily schedules
 - Incident (“ouchie”) reports
 - Artist statements and showcase labels
 - Questions of the Day posters
- Coordinate supply planning and ordering in alignment with a pre-approved budget
- Organize classrooms and shared spaces

Staff Training & Support

- Serve as lead organizer and facilitator for camp staff training logistics
- Support instructors during training and throughout camp
- Act as the day-to-day operational supervisor for instructors during camp weeks, with programmatic support from the Program Manager.
- Coordinate substitutes or backup coverage as needed
- Foster a positive, supported, and communicative staff culture

Daily Camp Operations (Camp Weeks)

- Oversee daily drop-off and pick-up
- Manage attendance tracking and daily transitions

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- Serve as the primary point of contact for caregivers. This includes in person check ins, email, and phone correspondence.
- Respond to student behavior, safety concerns, and operational issues with discretion and clarity
- Ensure instructors have needed materials and supplies
- Coordinate and participate in field trips
- Create daily “Questions of the Day” to build community and engagement
- Photograph student work and camp moments on designated days
- Draft or post approved social media content, including:
 - Behind-the-scenes camp moments
 - Student artwork highlights
 - Instructor spotlights
 - Field trip and community moments

Family & Community Engagement

- Communicate clearly and promptly with caregivers
- Handle questions, concerns, and celebrations with warmth and professionalism
- Manage incident communication in coordination with the Program Manager and Executive Director as appropriate
- Coordinate parent feedback and student reflection processes

Showcases & Wrap-Up

- Support planning and execution of end-of-camp student showcases
- Assist with caregiver invitations, signage, and setup
- Oversee inventory cleanup and materials review
- Organize and archive camp documentation
- Curate photos and stories for recap and donor or community sharing
- Send appreciation communications to families, instructors, and volunteers
- Submit a post-camp summary report with recommendations for future planning

Decision-Making & Supervision

- The SCC has authority over daily camp operations and logistics.
- The SCC supervises instructors during camp weeks.
- The Program Manager provides oversight related to teaching quality, curriculum, and instructor support.
- The Executive Director provides strategic oversight and serves as the escalation point for significant safety, staffing, or policy issues.

Clear escalation guidelines will be provided during onboarding.



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Ideal Candidate Qualities

- Highly organized and proactive
- Passionate about youth access to art programs
- Familiarity with creative or arts-based youth programming; direct experience in specific media is a plus but not required.
- Warm, clear communicator with youth, adults, and families
- Confident supervising staff and making real-time decisions
- Comfortable managing logistics, documentation, and budgets
- Aligned with values of inclusion, accessibility, and community care
- Enjoys creating joyful, structured environments for young people

Qualifications

- 2–3 years experience in youth programs, camps, or creative education (ages 11–17 preferred)
- Experience supervising staff and/or volunteers
- Familiarity with art camps or non-competitive creative programming
- Comfortable using Google Workspace (Docs, Sheets, Drive)
- Experience managing materials and working within a budget
- Ability to move throughout a multi-level historic building and lift up to 20 lbs
- Bonus: CPR/First Aid certification, art background, or experience working in diverse SF communities

How to Apply

Please send a resume and brief note of interest to:

Nicki Guard

Executive Director

Friends of Sharon Art Studio

nicki@sharonartstudio.org

Applications open January 1, 2026

Deadline to apply March 6, 2026

Notifications sent mid-March

Friends of Sharon Art Studio is an Affirmative Action / Equal Opportunity Employer. We strongly encourage candidates from historically marginalized communities, LGBTQ+ individuals, and BIPOC applicants to apply.



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