



Centro de Cultura, Arte, Trabajo y Educación

### **CCATE Summer Camp Intern Coordinator**

Interested in working with a community-based nonprofit?

Consider a position with the Centro de Cultura, Arte, Trabajo y Educación. CCATE is a non-profit community center whose mission is to ignite social transformation by developing the talents and empowering the Latinx community through education, culture, art, technology, health, and science. Starting **June 3rd and ending July 26** CCATE seeks 1-2 intern coordinators to work with CCATE staff and community to support the 2024 High School Leadership Institute and Summer Camp.

**Position Description (25 hours/week)(Some weeks are hybrid: a mix of virtual and in-person work. Hours are flexible and we are open to making adjustments that work with your schedule)**

**Week 1-3:** June 3rd to June 28th:

- Work with CCATE staff and volunteers
- Monday-Friday: 10 a.m. -3 p.m. (25 hours) or alternatively Monday - Thursday: 9 am - 3:15 pm(25 hours)
- Support staff with planning and preparation for upcoming High School Leadership Institute and CCATE Summer Camp.
- Hybrid Work: Virtual and in-person

**Week 4:** June 24-June 28: High School Leadership Institute

- Work with students grades 9-12
- Monday-Friday: 10 a.m.-3 p.m.(25 hours)
- Duties include:
  - Assist in setting up main classroom space each morning
  - Assist and/or teach in 2 classes/workshops per day
  - Chaperone field trips
  - Assist in cleaning up space at end of each day
  - Administrative tasks

**Week 5:** July 1- July 3rd (CCATE will be closed July 4-5)

- Work with CCATE staff and volunteers
- Monday-Wednesday: 10 a.m. -3 p.m.(15 hours)
- Supporting with planning and preparation for upcoming CCATE Summer Camp.

- Hybrid Work: Virtual and in-person

**Week 6-8:** July 8 - 26: 3 week Summer Camp

- Work with students grades 2-12 during CCATE's Summer Camp 10 am-3 pm
- Monday-Friday: 10 a.m. -3 p.m.( 25 hours)Duties include:
  - Assist in setting up main classroom space each morning
  - Assist and/or teach in 2 classes per day
  - Chaperone field trips (Fridays)
  - Assist in cleaning up space at end of each day
  - Administrative tasks

**Requirements**

- Bilingual candidates encouraged to apply (fluent in English and Spanish)
- Interest and experience working with students (K-12 grade)
- Interest and experience in working directly with the Latinx community

1246 West Main St., Norristown, PA, 19401 [www.ccate.org](http://www.ccate.org)