



GAGE ACADEMY OF ART
Youth Summer Programs Coordinator
Job Description

Job Title: Youth Summer Programs Coordinator

Status: Temporary, Nonexempt, In-person

Dates: Late May – Mid September 2026

Salary: \$24.00/hr.

Location: Gage – South Lake Union: 2107 Westlake Ave, Seattle 98121

Department: Programming

Reports To: Youth Programs Manager

Supervises: Summer Camp Seasonal Staff

Coordinates with: Registrar & Office Coordinator, Student Services Program Coordinator, Youth Programs Manager, Marketing & Events Coordinator, Facilities Staff

Hours: 15 - 40+ per hours/week

- Spring: (15-20 hours per week)
- Summer: M-F, 9:00am-5:00pm or 7:45am – 3:45pm (40+ hours per week)
- Fall: one week part time 9/10 – 9/12 (close out summer)
- Occasional evenings and weekends may be required

POSITION DESCRIPTION:

About Gage’s Youth Programs:

Gage is committed to building a vibrant visual-arts community in the Northwest through programs that educate, enrich, and engage artists and the public.

Gage Youth Programs offer practical art instruction in drawing, painting, digital, and 3-D design for students aged 6 to 18. The curriculum encourages students to explore new materials and techniques, develop creative problem-solving skills, and celebrate self-expression. Gage Youth Programs strive to provide engaging, age-appropriate classes that enable young artists to be seen and heard.

The Youth Summer Programs Coordinator will provide support to the Youth Programs Manager, as well as oversee Administration, Youth Teaching Assistants and in youth classrooms for kids & teens ages 6-18. This position will be trained under the Youth Programs Manager during the Spring Quarter and take on the full scope of duties during Youth Summer Camps 2026.

Drawing on our Legacy, Shaping Our Future

At Gage Academy of Art, we believe that *artists are made, not born*, and that high-quality art education is an essential part of a strong, flourishing community.

GAGE MISSION:

Gage Academy of Art strives to educate, enrich, and engage artists and the community in the visual arts. Gage offers instruction in principles of drawing, painting, and sculpting and is dedicated to helping students of all ages and skill levels realize themselves as artists in contemporary society.

WHO YOU ARE:

- You are a **Community Advocate** who loves to learn about people's passions and align those passions to Gage's mission.
- You are a **Collaborator** who likes to be part of a small, cohesive administrative team and nurture team members' talents and knowledge to help advance the organization.
- You are **Creative**, thinking of innovative approaches to youth art programs, projects, and partnerships.
- You know the **Impact of the Arts Learning** because, either personally or professionally, you have experienced how the arts can enhance social, emotional, and cognitive development at any age.
- You believe that **Art is Essential** to thriving cities and should be **Accessible for all**.

KEY RESPONSIBILITIES:

Spring – Training

Work with Youth Programs Manager part-time to learn about our programs and daily operations.

- Support spring classes, including roster creation, student emails, evaluations, supply management, etc.
- Help prepare for summer camps as we onboard summer Teaching Assistants (TAs) gather/organize supplies, answer instructor and/or student questions, and ensure classrooms are safe/ready for youth.

Summer – Camp Support

During the Summer, this role transitions to 40-hours per week and ensures the smooth delivery of Gage's Summer Camp programs.

- Facilitate camper drop-off and pick-up
- Provide TAs with breaks for lunch, participate in class during absence
- Oversee camper lunch, making sure students are safe and staying with the designated lunch space, help with any issues that may arise
- Manage, gather, and organize supplies for classes
- Be the initial point-person for TAs and provide support with minor classroom issues
- Be a front-facing Gage representative to families and facilitate weekly camp showcases
- Coordinate with marketing team, instructors, and TAs to capture camp content throughout the summer
- Support TAs with room set up, student support, and classroom management
- Provide secondary support for the Creative Care program:
 - Monday – Friday from 8am-9:15am OR 3:30pm-5pm
- Other duties related to Summer Youth Programming as assigned

QUALIFICATIONS:

We place a high value on commitment, trustworthiness, diversity, and a growth mindset coupled with professional experience. This role requires someone who is both a team player and problem solver with the ability to prioritize duties. We are looking for someone who is detail-oriented, fun and creative, energetic, warm, a good planner, and a self-starter, who loves working with teens and kids.

Required

- Experience working with youth and/or in education
- Artistic background with knowledge of art materials
- Comfortable managing 30+ youth during transition times (e.g. moving from class to lunch, etc.)
- Proficiency with Microsoft Suite (Office, Teams, Outlook, etc.)
- Ability to lift heavy objects (up to 50 lbs.) (tables, easels, model stands, etc.), sweep and mop floors, empty trash, and other clean up duties as assigned.
- CPR/First Aid certified – May be completed upon hire and reimbursed by Gage

Preferred

- Program coordination experience
- Ability to engage youth in art making activities
- Experience working with youth with diverse learning needs
- Knowledge of Zoom, Padlet, and other distance learning tools
- Regular access to a car with a valid driver's license

HOW TO APPLY: Please send a cover letter and resume to *Youth Programs Manager*, Kathryn Jones, at jones.k@gageacademy.org. Priority application review will be given to candidates who submit their application by May 1, 2026.