



Camp Assistant

Reports to: Director of Education & Engagement

Status: Part time, non-exempt, seasonal

Hours: approx. 32 hrs/wk, Monday 7:30-3:30, Friday 9:30-5:30, Hours for Tuesday, Wednesday, Thursday are flexible

Job Summary: Work with the Coordinator of Education & Student Experiences to prepare and supervise appropriate activities during summer camp, oversee summer camp check-in, supervise camp lunch time and recess, and perform other camp-related tasks as assigned.

Essential Responsibilities:

Camp Check-In

- Assist the Coordinator of Education & Student Experiences in supervising camper drop-off from 8-8:30 am
- Answer questions from parents regarding camp policies and daily schedules
- Ensure camper safety by enforcing museum etiquette
- Tidy up auditorium after campers have left for camp

Camp Duties

- File camp paperwork daily
- Organize for each week of camp- t-shirts/folders/supplies
- Supply pickups as necessary
- Create weekly take home questions
- Help with camp check in or check out as needed
- Take photos of camp to post on social media
- Supervise the weekly movie or planetarium show
- Create allergy lists for students each week
- Help with camp discipline
- Call home for sick children
- Organize teacher bins of supplies
- Help answer parent questions
- Prepare and distribute daily student snacks

Very occasional After Care and Teaching Substitute

- Develop and supervise appropriate activities for 10-25 campers between the ages of 5 and 12 for the duration of After Care (4-5:30 pm).
- Oversee Drop-off by checking in campers, handing out nametags, and answering any questions from parents.
- Ensure camper safety by enforcing museum etiquette
- Move students to their designated camp tables by 8 am to prepare for the start of camp
- Tidy up Before Care toys, games, and supplies when campers move to their classrooms
- Prepare and deliver student snacks



Lunch and Recess Supervision

- Work with the Coordinator of Education & Student Experiences to oversee camper lunchtime.
- Ensure camper safety by enforcing museum etiquette during lunch and recess.
- Work with the campers to tidy up the auditorium after lunch.
- Line up, count all campers, and lead campers to the recess location.
- Line up, count all campers, ensure that each camp has a lead volunteer, and dismiss campers to their next classroom location.

Job Qualifications:

- Bachelor's Degree required.
- At least one year of museum programs/education experience highly preferred.
- Punctual, dependable, respectful, and responsible.
- Maintain a professional and authoritative demeanor at all times.
- Ability to communicate effectively with museum staff, students, and parents.
- Ability to work well with a variety of people.
- Demonstrated resource management, organizational, and leadership skills.

Essential Functions (ADA):

- Must function in professional office setting. Possess a general understanding of and ability to use or learn to use personal computers and other office equipment.
- Be able to communicate and interact verbally in person, in emails and over the phone.
- Be able to stand for 2-3 hours at a time.
- Ability to travel to and from job location.
- Ability to climb stairs and handle weights up to 20 pounds.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____ Date: _____
(Employee, please print)

Employee Signature: _____ Date: _____

Mission

The only multidisciplinary museum of its kind in the nation, the Peoria Riverfront Museum is a community of visionary people dedicated to using art, science, history and achievement to inspire confidence, create a culture of life-long learning, and unleash the full talent and genius of every individual. The museum community is comprised of public visitors & members, board & advisory councils, Visionary Society donors & sponsors, civic leaders & community collaborators, students & educators, innovators & entrepreneurs, and volunteers & staff.