

## **HALF-DAY SUMMER CAMP INSTRUCTOR**

**Reports to:** Museum School Coordinator and Vice President of Education

**Status:** Part time, non-exempt, seasonal

**Hours:** 17.5 hours per week, Monday through Friday

### **Job Summary:**

This position is responsible for working with the Museum School Coordinator to develop and teach appropriate curriculum during Summer Camp, oversee volunteer camp leaders, and maintain a clean, orderly, and safe classroom environment. Teachers will be teaching a variety of Pre-School-1<sup>st</sup> grade level art, science and technology-related topics.

### **Essential Responsibilities:**

#### Summer Camp

- Work with the Museum School Coordinator to develop appropriate camp curriculum in keeping with the museum's mission and the weekly camp theme.
- Submit final camp lesson plans to the Museum School Coordinator at least two (2) weeks prior to the start of each week of camp.
- Submit a supply list to the Museum School Coordinator at least two (2) weeks prior to the start of each week of camp.
- Become familiar with the materials and supplies available at the museum.
- Develop and submit daily overarching questions based on your curriculum to be included in an informational parent handout at least two (2) weeks prior to the start of each week of camp.
- Update the camp white board each morning by 8:45 a.m. with camper activities.
- Supervise classes of 10-15 students, ages PreK (3yrs)-1<sup>st</sup> grades, during camp hours in the classroom and at special activities like Planetarium shows, Giant Screen Theater movies, etc.
- Ensure that all student work goes home on the final day of camp.
- Perform light house-keeping duties like wiping down tables and counters when necessary.
- Communicate with Museum School Coordinator regarding all injuries and behavioral issues during camp hours.
- Work with Museum School Coordinator and Museum Volunteer Coordinator to oversee and direct volunteers.
- Attend the Summer Camp Instructor Orientation in May to go over camp policies, expectations and emergency procedures.
- Attend the Summer Camp Open House in June to greet parents and students.
- Attend the Summer Camp Debrief meeting in August to provide feedback regarding the program.

### **Job Qualifications:**

- Four (4) year degree in the subject you will be teaching, and/or professional experience in the subject area/theme of camp.
- At least one (1) year of teaching experience highly preferable.
- Ability and desire to learn new content related to the museum's exhibitions or camp themes.
- Reliable transportation.
- Punctual, dependable, and respectful.
- Maintain a professional demeanor at all times.
- Ability to communicate effectively with museum staff, students, and parents verbally and via email.
- Ability to work well with a diversity of people.
- Ability to motivate and oversee high-school aged volunteers.
- Demonstrated resource management 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 2-4 hours at a time.
- Requires the ability to make your own arrangements to travel to and from the museum.
- 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.