

SCIENCENTER POSITION DESCRIPTION

Title: Summer Camp Assistant

As a Summer Camp Assistant, you will spend a portion of each day doing some or all of the following: assisting in leading small group projects; organizing materials for activities; setting up and cleaning up activity materials and camp spaces; assisting camp staff; and providing supervision for campers during lunch. **This position is designed for individuals who have experience working with children and/or youth.**

DUTIES AND RESPONSIBILITIES:

- Mentor Future Science Leaders: [Daily] Assist middle school students as they design educational programs, develop digital media, and engage in a citizen science project. Lead team-building activities and help foster a supportive, positive community over the course of each two-week FSL CIT+ session.
- Logistic Support: [Daily] Prepare and organize materials, logistics and space for camp groups. Clean, sort, and maintain materials and the camp spaces.
- Lunch Supervision: [Daily] Supervise campers during lunch.
- Camper Care: [As needed] Assist in the supervision of campers, and delivery of camp programs.
- Training and Development: [As needed] Participate in training sessions before camp sessions begin. Attend coordination meetings and check-ins throughout the summer.

EXPERIENCE AND SKILLS:

Required:

- High School coursework in science (Honors level preferred)
- Organized and neat; demonstrated ability to multi-task
- Strong work ethic, including professionalism, maturity, and punctuality
- Positive attitude toward pitching in and doing what's needed
- Excellent communication and collaboration skills
- Ability to problem solve and take direction
- Creative, flexible, resourceful, and willing to learn new things

Preferred:

- Experience with middle school aged students
- Experience with summer camp

- Experience in facilitating activities for children and youth (ages 5-15)
- Computer skills, including iMovie and Adobe Illustrator
- First Aid certification

WORKING CONDITIONS:

Fast-paced museum setting with frequent interruptions. Must work well in a team setting. Must be able to lift and carry up to 50 lbs. of educational materials, tables, and chairs; walk up to 3 miles; and stand for prolonged periods of time.

TIME COMMITMENT:

Seasonal part-time (25 hours/week) position. Must commit to working the full summer of camp: June 26th to August 30th, including mandatory training during the last week of June (26th-28th), exact training dates and times to be determined. There will be two camp assistants, each working a five-hour period every weekday. You should be available between 8:30am and 5:15pm; weekly schedule will be set at time of hire.

SALARY:

\$11.25/hour. PLEASE NOTE: This is a seasonal, part-time (25 hour/week) position that **does not include** Sciencenter benefits.

To apply, please fill out the [online application](#), **OR**

Send an email to ebelle@sciencenter.org with the following application components:

- Cover letter
- Resume
- List of 2 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)

(Please *do not* send your application embedded in the text of an email message. Instead, email them as Word or PDF attachments.)

****Employees under 18 years of age will need to provide a Student General Employment Certificate if chosen for position****

Applications must be submitted by Friday, February 22, 2019.

After we have reviewed your application materials, we will be in contact with you. We anticipate a target start date of June 26th, 2019.

Thank you for your interest in the Sciencenter. We look forward to receiving your application.

The Sciencenter is an Equal Opportunity Employer.