

SCIENCENTER

Position Announcement

Summer Camp Assistant: Sciencenter, a hands-on science museum in Ithaca, NY, seeks dynamic, energetic individuals to support the logistics of a safe, fun, and educational summer day camp experience for children ages 5-15. Sciencenter Summer Camp engages children in age appropriate hands-on science activities and experiments.

There will be two Summer Camp Assistants.

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

**Application Information for the Position of
Summer Camp Assistant**

We welcome your application for the position of Summer Camp Assistant at the Sciencenter.

This is a seasonal part-time (25 hour/week) position that **does not include** Sciencenter benefits.

Please review the position description and include the following 4 items with your application:

- 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.*)

Must provide Student General Employment Certificate if chosen for position

Please e-mail your application as a Word or PDF file to lvanderzee@sciencenter.org by Wednesday January 31, 2018.

Please do not send your application embedded in the text of an email message.

After we have reviewed your application materials, we will be in contact with you. We anticipate a target starting date of June 18, 2018, but we will make accommodations for students taking Regents Examinations.

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

SCIENCENTER POSITION DESCRIPTION

Title: Summer Camp Assistant
Starting Date: June 2018

TITLE OF MANAGER: Youth Program Coordinator

MAIN FUNCTION:

As a Summer Camp Assistant, you will spend a portion of each day assisting in leading small group projects, organizing materials for activities, setting up and cleaning up materials and spaces for activities, assisting camp counselors, and providing supervision for campers at after-camp care. **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.
- Logistic Support: [Daily] Prepare and organize materials, logistics and space for camp groups. Clean, sort, and maintain materials and the camp spaces.
- After-Camp Care: [Daily] Supervise campers who stay for after-camp care.
- Camper Care: [As needed] assist in the supervision of campers, and delivery of camp programs.
- Training and Development: [As needed] Participate in training sessions and coordination meetings before camp sessions begin.

EXPERIENCE AND SKILLS:

Required:

- High School course work in science (honors level preferred)
- Organized and neat
- 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 delivering activities to children
- 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/wk weekday) position. Must be committed to work the full summer of camp: June 25th to August 31st, including mandatory training during the final weeks of June, training dates and times to be determined. (Training dates will be confirmed by May 1st.) There will be two camp assistants, each working a five-hour period. You should be available between 8:30am - 5:15pm; schedule will be set at time of hire.

SALARY:

\$10.50/hour. Sciencenter benefits are not provided.

The Sciencenter is an Equal Opportunity Employer.