



Position: Summer Camp Assistant

Hours: 35 - 40 hours per week; during summer camps weeks

Dates Applicable: June 15-19; June 29 & 30; July 8-10; July 20-24; August 24-28

Salary: \$500 per week or \$12.50/hr

Benefits: No benefits are available for this position

Supervisor: Program Coordinator

Description of Duties: The Summer Camp Assistant contributes to the well-being of our community by providing safe, supportive, affordable, educational experiences for whole families to enjoy by developing engaging activities that have a meaningful connection to STEM topics. Additionally, Summer Camp Assistant helps lead summer camp education for children in Preschool through Grade 2 in classroom space. Position requires sitting and/or standing for long periods of time.

PRIMARY DUTIES:

- Assist team members of the Education team during camp hours.
- Assist team members of the Education team in set-up and breakdown of Camp.
- Help reinforce classroom (camp) expectations
- Guide & instruct children through curriculum.
- Communicate to parents and caregivers upon drop-off and pick-up.
- Other duties as assigned

REQUIRED QUALIFICATIONS

- High School Diploma or GED Equivalent;
- Experience working with children;
- Experience in classroom management;
- Interest and experience in STEM educational programs or activities;
- Enjoys working with children of all ages;
- Enjoys education and cooperative learning;
- Demonstrated organizational, time management, emotional intelligence, problem solving, and teamwork skills;
- Commitment and dedication to teamwork within a small senior staff group;
- Strong communication skills including public speaking, customer service and public relations, and the desire to cultivate relationships and interactions with members;
- Flexibility in schedule; hours vary per individual programs;



- Understanding of the importance of diversity, inclusion, and their benefits to MSC culture;
- Self-drive to collaborate and support co-workers in variety of non-job-specific tasks;
- Ability to lift up to 50lbs. and ability to do various manual tasks.

SCIENCE CENTER ENVIRONMENT:

The Science Center facility is ADA compliant. Position requires sitting and/or standing for long periods of time, occasional extended hours, computer work. We prefer individuals with a passion for cooperative learning and play for children of all ages. An interest in science and technology education a bonus. Montana Science Center is an equal opportunity employer.

Evaluation: Positions will be evaluated after each week of camp. Additional follow-up, end of summer evaluation will be performed.

To Apply: Send Cover Letter, Resume, Writing Sample and References to Program Coordinator, Sarah Snider at ssnider@montanasciencecenter.org. Position open immediately, applications accepted until position filled.