



Position: Temporary Summer Camp Assistant (three positions available)

Hours: 32 - 35 max hours per week during summer camp weeks + 1 week training

Date Range Applicable: June 5 - August 25th, 2023

Start date flexible | No work/camp: July 3-7

Compensation: \$15 per hour

Benefits: No benefits offered for Temp, PT staff at this time

Supervisor(s): Summer Camp Coordinator & Summer Camp Educators

Description of Duties: The Summer Camp Assistants contribute to the well-being of our community by providing safe, supportive, affordable, educational experiences for families to enjoy by assisting with teaching engaging STEM activities. Summer Camp Assistants help lead summer camp education for children in Grades K through 6.

PRIMARY DUTIES:

- Assist Summer Camp team members during camp hours
- Assist Summer Camp team members in camp set-up and breakdown
- Assist with camp introduction and closing activities
- Be present for 10 weeks of camp, June 12 - August 26th
- Be present for 1 week of camp training, June 5 - June 12, times to be determined
- Help reinforce classroom (camp) expectations
- Follow and enforce all safety procedures for staff and campers
- Assist children with lessons & projects
- Effectively manage logistical changes & challenges
- Maintain curriculum materials and supplies.
 - Keep materials organized, clean, and in good working order
 - Communicate any supply concerns to the supervisor
- Other duties as assigned

REQUIRED QUALIFICATIONS

- 16 years of age or older
- Schedule availability for the duration of camp
- Cleared background check (18+)
- Current First Aid & CPR Certifications (MSC can provide)
- Experience working with children
- Interest and experience in STEM educational programs or activities



- Enjoyment of working with children of all ages
- Enjoyment of education and cooperative learning
- Demonstrated organizational, time management, emotional intelligence, problem solving, and teamwork skills
- Strong communication skills including public speaking and customer service
- Flexibility in schedule & dedication to summer program
- Understanding of the importance of diversity and inclusion and their benefits to MSC culture
- Willingness to collaborate with and support co-workers in variety of non-job-specific tasks
- Ability to lift up to 50lbs. and do various manual tasks

PREFERED QUALIFICATIONS

- Experience with summer or day camps
- Experience working with elementary aged children
- Experience utilizing activities to actively engage with children
- Demonstrated capability in planning, organizing, and executing activities

SCIENCE CENTER ENVIRONMENT:

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

Evaluation: End of summer evaluation will be performed.

To Apply: Send resume and three references to Executive Director Abby Turner at aturner@montanasciencecenter.org. Applications accepted until position filled.