



**Position:** Temporary Summer Camp Coordinator

**Hours:** 35 - 40 hours per week; during summer camps weeks + pre-planning

**Date Range Applicable:** May 12 - September 1, 2022

No work/camp: July 18 - 22nd

**Compensation:** \$18 per hour

**Benefits:** Benefits to be determined.

**Supervisor(s):** Education Team Members & Executive Director

**Description of Duties:** The Summer Camp Coordinator 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 Coordinator helps lead summer camp education for children in Grades K through 5 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.
- Lead introduction and closing activities each day of camp.
- Follow pre-planned activities, spend time developing your own activities.
- Be present for 10 weeks of camp from June 13 - August 26th.
- Be present for 4 weeks planning & training prior to camp May 12 - June 12.
- Help reinforce classroom (camp) expectations.
- Guide & instruct children through curriculum.
- Communicate to parents and caregivers upon drop-off and pick-up.
- Communicate with parents prior & after camp conclusion.
- Manage first aid, emergency contacts, master camp registration lists.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS**

- High School Diploma or GED Equivalent;
- Cleared Background check;
- Current First Aid & CPR Certifications;
- 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.

#### **PREFERED QUALIFICATIONS**

- Experience with summer camps or day-camps of any sort;
- Classroom or equivalent experience in classroom setting with elementary aged children;
- Experience utilizing activities to actively engage with children;
- Showed 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, 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 is a bonus. Montana Science Center is an equal opportunity employer.

**Evaluation:** End of summer evaluation will be performed.

**To Apply:** Send Cover Letter, Resume and References to Executive Director, Abby Turner at [aturner@montanasciencecenter.org](mailto:aturner@montanasciencecenter.org). Applications accepted until position filled.