



**Position:** Summer Camp Coordinator

**Hours:** 40 hours per week, Monday - Friday from May 15 - August 31, 2024. There will be no work/camp from July 3-7, 2024.

**Compensation:** \$18 per hour

**Supervisor:** Education Coordinator

**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 STEM activities. The Summer Camp Coordinator helps lead summer camp education for children in Grades K through 5.

**PRIMARY DUTIES:**

- Assist Education team members during camp hours
- Assist Education team members in camp set-up and breakdown
- Lead camp introduction and closing activities
- Follow pre-planned activities and develop your own activities
- Be present for 4 weeks planning & training, May 15 - June 12
- Be present for 10 weeks of camp, June 12 - August 25th
- Help reinforce classroom (camp) expectations
- Guide and instruct children with lessons and projects
- Regularly communicate with caregivers regarding camp
- Manage first aid, emergency contacts, and camp registration
- Manage 6 camp counselors
- Other duties as assigned

**REQUIRED QUALIFICATIONS**

- High school diploma or GED Equivalent
- Cleared background check
- Current First Aid & CPR Certifications
- Experience working with elementary aged children
- Experience in classroom management
- 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, customer service and public relations, and the desire to cultivate relationships and interactions with members
- Dedication to the summer program schedule
- 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 tasks
- Ability to lift up to 50lbs. and do various manual tasks

**PREFERED QUALIFICATIONS**

- Experience with summer camps or day-camps
- Classroom or classroom-equivalent experience 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 cover letter, resume and three references to Education Coordinator, Maria Guillen at [ma.guillen@montanasciencecenter.org](mailto:ma.guillen@montanasciencecenter.org). Applications accepted until position filled.