



Position: Temporary Summer Camp Supervisor (one position available)

Hours: 40 hours per week during summer camp weeks + pre-planning period

Date Range Applicable: May 15 - August 31, 2023

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

Compensation: \$19 per hour

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

Supervisor(s): Education Team Members & Executive Director

Description of Duties: The Summer Camp Supervisor 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 Supervisor helps lead summer camp education for children in Grades K through 6. The Supervisor is the primary staff member in charge of logistics, safety, materials and space for Summer 2023 Camp program.

PRIMARY DUTIES:

- Manage general camp set-up and breakdown
- Assist Summer Camp Educators and Assistants in camp set-up and breakdown
- Participate in camp introduction and closing activities with Camp Assistants
- Follow pre-planned activities and develop your own activities
- Be present for 10 weeks of camp, June 12 - August 25th
- Be present for 4 weeks planning & training, May 15 - June 12
- Help reinforce classroom (camp) expectations
- Reinforce all safety procedures for staff and campers
- Regularly communicate with caregivers regarding camp
- Manage caregiver communication including welcome emails, camp summary and end of camp surveys
- Manage first aid, emergency contacts, and master camp registration lists
- Complete administrative duties including but not limited to rosters, allergy & photo lists, emergency phone lists and name tags
- Facilitate and manage administrative tasks such as check-in and check-out procedures
- Effectively manage logistical changes & challenges
- 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
- 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
- Flexibility in schedule & dedication to summer program
- Understanding of the importance of diversity and inclusion and their benefits to MSC cultures
- 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 camps or day-camps of any sort
- 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 Executive Director Abby Turner at aturner@montanasciencecenter.org. Applications accepted until position filled.