

Position Description

Title:	Summer Camp Counselor
Division:	Programs
Classification:	Hourly
Reports To:	Curator of Education
Supervises:	N/A

High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historic collections.

Job Summary – Summer Camp Counselor

The Summer Camp Counselor is responsible for the design, management, and implementation of the High Desert Museum Summer Camp. Responsibilities also include assistance with training and supervision of some teen volunteers. Dates are from June 19– August 25, 2017.

Qualifications

- Bachelor's degree (or near completion of) in History, Science or Museum Studies.
- Experience working with children in a professional setting.
- Demonstrated knowledge of best practices in teaching methods and informal education interpretation.
- Excellent organizational, communication, and writing skills.
- Ability to work well with a diverse group of people.
- Ability to teach a variety of subjects and grade levels effectively and energetically.
- Proficiency with Microsoft office.

Responsibilities and Tasks

1. Assist in the design of the summer camp program.
2. Manage summer camp logistics including preparing materials, scheduling activities, and communicating program logistics with other divisions within the museum.
3. Teach morning class for young children and afternoon class for older children.
4. Act as the frontline staff to communicate with parents of summer camp children.

5. Work with volunteers to organize summer camp schedules for the summer.
6. Comply with all Museum policies, procedures and safety regulations.
7. This position description in no way states or implies that these are the only duties to be performed by this employee, he/she will be required to follow any other instructions and to perform any other work related duties requested by his/her supervisor.

Work is both indoors and outdoors in various weather conditions. Must be detail oriented in handling program scheduling and other administrative duties. Must be able to multi-task and have a high degree of energy and enthusiasm. Must be able to lift 25 lbs. Experience with geocaching a plus!

Please send resume and cover letter to the High Desert Museum, attention Shannon Campbell.

scampbell@highdesertmuseum.org
<http://highdesertmuseum.org/job-opportunities>