

## Position Description

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Title:	<b>Summer Camp Counselor</b>
Classification:	Seasonal, hourly, full- time
Reports To:	Curator of Education
Supervises:	Teen Volunteers

### High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the natural 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 historical 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 11– August 24, 2018.

### Required 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. Act as the frontline staff to communicate with parents of summer camp children
4. Work with volunteers to organize summer camp schedules for the summer
5. Help write and implement a daily and weekly schedule for your camp group
6. Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs and games.
7. Identify and respond to camper behavior issues
8. Communicate with parents about participant's experiences and report concerns to camp leadership
9. Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance
10. Know and understand ALL emergency procedures associated with the camp program
11. Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.

12. Help guide teen volunteers to have a deeper understanding of leadership and counseling skills
13. Comply with all Museum policies, procedures and safety regulations
14. 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.

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

[scampbell@highdesertmuseum.org](mailto:scampbell@highdesertmuseum.org)

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

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

### **Mission**

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.