

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	Camp Facilitator	<b>DIRECT SUPPORTS:</b>	Senior Museum Educator
<b>DEPARTMENT:</b>	Education & Engagement	<b>DIRECTLY SUPPORTS:</b>	Teen Volunteers
<b>CLASSIFICATION:</b>	Seasonal, full-time	<b>SALARY RANGE:</b>	\$20.60/hr

## JOB SUMMARY

The Camp Facilitator is responsible for implementing Kids Camps, primarily on-site at the Museum. The majority of programming will be focused on elementary-aged children utilizing dynamic, hands-on activities. The Camp Facilitator will teach about the cultural and natural history of the High Desert, as well as STEAM, (Science, Technology, Engineering, Arts and Math). Well-qualified candidates must be energetic, flexible, resourceful, and customer service focused with a positive attitude to present exciting programs for an out-of-school elementary audience.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>70%</b>	<p><b>Teaching &amp; Facilitating Kids Camps</b></p> <ul style="list-style-type: none"> <li>Engage campers in lessons with content related to the mission and theme of the camp through a variety of multi-sensory activities throughout the Museum including classrooms, exhibitions, wildlife habitats, and outdoor settings.</li> <li>Organize and lead a variety of small and large group activities which includes crafts, outdoor activities, games, etc.</li> <li>Create a welcoming environment for campers to learn, experiment, and engage with content and those around them with a particular focus on increasing social emotional skills.</li> <li>Identify and respond to camper behavioral issues.</li> <li>Know, understand, and utilize as needed all emergency procedures associated with camp programs.</li> <li>Mentor and direct teen volunteers supporting camp.</li> <li>Provide after care support as assigned.</li> <li>Play a supporting role as a floating classroom support providing breaks for other facilitators as needed depending on staffing.</li> <li>Support drop-off and pick-up procedures as well as facilitate unstructured play time during these transition periods for campers.</li> <li>Check in with camper guardians as needed with support from the camp director to address any behavioral, physical, or social emotional concerns.</li> </ul>
<b>25%</b>	<p><b>Planning and Preparing Kids Camps</b></p> <ul style="list-style-type: none"> <li>Create and adapt camp lessons and program plans for specific camp audiences.</li> <li>Organize and maintain camp-related supplies and materials, particularly for multiple day camps.</li> <li>Prepare and setup materials and supplies based on provided camp lesson and program plans.</li> <li>Check in with the camp director, fellow camp facilitators, and teen volunteers about plans and updates on success of planning and programming.</li> </ul>
<b>5%</b>	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>Other duties as assigned</li> </ul>

## QUALIFICATIONS

### EDUCATION/ CERTIFICATIONS

- Some college or educational coursework around youth development or education preferred.

EXPERIENCE
SKILLS/ ABILITIES
PHYSICAL ELEMENTS
EQUIPMENT USE

- First Aid/CPR certified preferred – can be provided upon hire.
- Experience working with children in a formal or informal setting.
- Knowledge of STEM and art activities.
- Willingness to learn on the job.
- Ability to clearly communicate and work with Museum staff, children, and camper guardians in a professional, pleasant, tactful, and enthusiastic manner.
- Ability to work well with a diverse group of people with a service-oriented manner.
- Ability to teach a variety of subjects at multiple grade and skill levels effectively and energetically.
- Excellent communication skills.
- Ability to pass a background check, including fingerprinting.
- This position involves extended periods speaking in front of groups as well as standing and walking both indoors and outdoors.
- Frequent computer and phone use.

*If selected for the position, applicant must provide fingerprints for a state and federal criminal history record check. All fingerprints are processed through a local vendor. A history of criminal activity will be reviewed and may result in the denial of your application.*

**ACKNOWLEDGMENT**

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date