

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

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

## JOB SUMMARY

The Camp Facilitator is responsible for implementing Kids Camps 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)

70%	<p><b>Teaching &amp; Facilitating Kids Camps</b></p> <ul style="list-style-type: none"><li>• <i>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.</i></li><li>• <i>Design and facilitate engaging, hands-on camp activities including science exploration, crafts, games, and outdoor learning across Museum spaces</i></li><li>• <i>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.</i></li><li>• <i>Identify and respond to camper behavioral issues.</i></li><li>• <i>Check in with camper guardians as needed with support from the camp director to address any behavioral, physical, or social emotional concerns.</i></li><li>• <i>Mentor and direct teen volunteers supporting camp.</i></li><li>• <i>Provide after care support as assigned.</i></li><li>• <i>Play a supporting role as a floating classroom support providing breaks for other facilitators as needed depending on staffing.</i></li><li>• <i>Support drop-off and pick-up procedures as well as facilitate unstructured play time during these transition periods for campers.</i></li><li>• <i>Know, understand, and utilize as needed all emergency procedures associated with camp programs.</i></li></ul>
25%	<p><b>Planning and Preparing Kids Camps</b></p> <ul style="list-style-type: none"><li>• <i>Create and adapt camp lessons and program plans for specific camp audiences.</i></li><li>• <i>Organize and maintain camp-related supplies and materials, particularly for multiple day camps.</i></li><li>• <i>Prepare and setup materials and supplies based on provided camp lesson and program plans.</i></li><li>• <i>Check in with the camp director, fellow camp facilitators, and teen volunteers about plans and updates on success of planning and programming.</i></li></ul>
5%	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"><li>• <i>Other duties as assigned</i></li></ul>

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"><li>• Some college or educational coursework around youth development or education preferred.</li></ul>
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EXPERIENCE	<ul style="list-style-type: none"> <li>• First Aid/CPR certified preferred – can be provided upon hire.</li> <li>• Experience working with children in a formal or informal setting.</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Knowledge of STEM and art activities.</li> <li>• Classroom management skills.</li> <li>• Willingness to learn on the job.</li> <li>• Adaptability in fast-paced environments</li> <li>• Ability to clearly communicate and work with Museum staff, children, and camper guardians in a professional, pleasant, tactful, and enthusiastic manner.</li> <li>• Ability to work well with a diverse group of people with a service-oriented manner.</li> <li>• Ability to teach a variety of subjects at multiple grade and skill levels effectively and energetically.</li> <li>• Excellent communication skills.</li> <li>• Ability to pass a background check, including fingerprinting.</li> </ul>
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> <li>• This position involves extended periods speaking in front of groups as well as standing and walking both indoors and outdoors.</li> </ul>
EQUIPMENT USE	<ul style="list-style-type: none"> <li>• Frequent computer and phone use.</li> </ul>

*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.*

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Employee Name

Signature

Date