

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

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

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

	<ul style="list-style-type: none"> • First Aid/CPR certified preferred – can be provided upon hire.
EXPERIENCE	<ul style="list-style-type: none"> • Experience working with children in a formal or informal setting.
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Knowledge of STEM and art activities. • Classroom management skills. • Willingness to learn on the job. • Adaptability in fast-paced environments • 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.
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> • This position involves extended periods speaking in front of groups as well as standing and walking both indoors and outdoors.
EQUIPMENT USE	<ul style="list-style-type: none"> • 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