

VOLUNTEER JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Kids Camp Volunteer	DIRECT SUPPORTS:	Senior Museum Educator
DEPARTMENT:	Education and Engagement	DIRECTLY SUPPORTS:	N/A

VOLUNTEER JOB SUMMARY

Kids Camp volunteers support Kids Camp Facilitators (teachers) in providing a fun and engaging experience for campers. The majority of Kids Camp programming is focused on elementary-aged children using dynamic, hands-on activities. Kids Camp volunteers must be energetic, flexible, resourceful and focused on campers' experience with a positive attitude to support exciting programs for an out-of-school elementary audience.

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

75%	<p>Kids Camp Facilitation Support</p> <ul style="list-style-type: none"> ● <i>Each shift is 8:30 AM to 4:00 PM</i> <ul style="list-style-type: none"> ○ <i>Kids Camp runs from June 15th to August 19th</i> ○ <i>After sharing their availability, volunteers are assigned to whole week blocks of camp for the sake of continuity for campers</i> ● <i>Helps facilitators to 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> ● <i>Helps to 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> ● <i>Supports drop-off and pick-up procedures as well as facilitates unstructured play time during these transition periods for campers</i> ● <i>Follows Facilitator and other Education and Engagement staff instructions</i>
10%	<p>Preparing Kids Camp</p> <ul style="list-style-type: none"> ● <i>Helps organize and maintain camp-related supplies and materials, particularly for multiple day camps</i> ● <i>Supports Facilitators in preparing and setting up classroom and supplies</i>
5%	<p>Training</p> <ul style="list-style-type: none"> ● <i>Attends required trainings</i>
5%	<p>Computer Use</p> <ul style="list-style-type: none"> ● <i>Tracks time in Volgistics volunteer database</i>
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> ● <i>Complies with all Museum policies, procedures, and safety regulations.</i>

Embraces, supports, and helps implement the Museum's continued learning and commitment to diversity, equity, accessibility, and inclusion

QUALIFICATIONS

EDUCATION/
CERTIFICATIONS

- N/A

EXPERIENCE

- No previous experience necessary

SKILLS/
ABILITIES

- Comfortable working with and supporting children
- Comfortable working as part of a team

PHYSICAL
ELEMENTS

- Ability to perform physical tasks including but not limited to, lifting 20 pounds, moderate walking, periods of standing 30 minutes or longer, and walking outside in weather conditions typical of Central Oregon
- Must be 13 years of age or older by first shift of camp

EQUIPMENT
USE

- Frequent use of various art supplies, biofacts, and other supplies as required by Kids Camp activities
- Some computer use

ACKNOWLEDGMENT

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

Employee Name _____