



<b>Job title</b>	<i>Camp Assistant</i>
<b>Reports to</b>	<i>Education Manager</i>
<b>Department</b>	<i>30-301</i>
<b>Grade</b>	<i>1</i>

### **Job summary**

The Camp Assistant will assist the Museum Educator in teaching hands on STEM/Health & Wellness classes to children at the Discovery Lab. The camp assistant will help teach children to be innovative, creative, critical thinkers, problem solvers, communicators, and collaborators.

Participate in programs/initiatives to enhance corporate culture, such as:

- Working effectively with and supporting volunteers throughout the organization
- Supporting Discovery Lab's Total Guest Experience (TGE)/Customer Service mission & objectives in daily job performance, including diversity initiatives

### **Duties and responsibilities**

#### **Primary functions:**

- Assist in delivering STEM/Health & Wellness classes to children ages 4-12
- Provides lunch coverage for the museum educator
- Assist in coverage for before/after care
- Regular punctual attendance

#### **Secondary functions:**

- Maintains a safe and secure environment for students, museum guests and staff.
- Maintains appearance of Discovery Lab's program materials and props.
- Assumes tasks and responsibilities as assigned by the Education Manager.

### **Qualification requirements**

#### **Knowledge and skills:**

- Follow basic instructions
- Build relationships with children.
- Professional communication and conduct
- Recognize and respond appropriately to safety and security issues

#### **Education and work experience:**

- Must have a minimum 3 years of high school experience or equivalent combination of education and experience
- **Preferences:**
- Attention to detail
- Effective organizational, analytical and problem solving skills
- Experience working with kids
- Experience working in a camp setting

### **Additional requirements**

- Follows Discovery Lab's employee handbook.
- Valid driver's license.
- Reliable means of transportation.

- Pre-employment and/or pre-duty checks, such as criminal background check, reference checks, American Camp Association (ACA) background checks (& on annual basis), requirements in the MVR Policy including passing Motor Vehicle Record (MVR) check and Alcohol & Drug Test for non-CDL Drivers Policy, including pre-duty drug test

**Working conditions**

This job is a temporary special project, full-time, non-exempt, hourly position. The typical work schedule for this job is Monday-Sunday between 9 am – 5:30 pm. Occasional after hours may be required. Moderate to louse noise environment.

**Physical requirements**

20% Sitting, 70% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 10-30 lbs.

**Additional requirements**

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

**Direct reports**

No Direct Reports

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Revised:</b>	

**This position description is representative of the major position requirements and is not intended to be all inclusive.**

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