



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

Cleaning Duties and responsibilities

Due to the unprecedented nature of the current pandemic, until further notice all employees will be expected to disinfect and clean aspects of the workplace as assigned. For the health and safety of our staff and guests this may include but is not limited to cleaning and disinfecting high-touch surfaces, shared staff spaces, restrooms, and guest areas.

What we want

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.

What you'll do

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.
- Working effectively with and supporting volunteers throughout the organization
- Assumes tasks and responsibilities as assigned by the Education Manger.

What you'll need

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

How you'll work

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

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

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