



HOUGHTON-WAGMAN CHILDREN'S MUSEUM

where creativity comes to life!

<b>Job Title:</b> Summer Camp Counselor	<b>Reports to:</b> Camp & Curriculum Lead
<b>Pay Level:</b> \$9.50-\$10.50	<b>Status:</b> Non-exempt

**Schedule:**

Monday-Friday, May 31<sup>st</sup>-August 9<sup>th</sup>, additional dates outside of this time frame are available but not required. Camp takes place in the museum from 7:30 a.m. to 5:30 p.m., hours will vary within this time frame.

**Job Summary:**

The Summer Camp Counselor provides quality instruction based on pre-established camp themes for groups of up to 24 campers. The Summer Camp Counselor is a full-time, seasonal position. Opportunities for continued work after summer may exist depending on available positions and job performance.

**Responsibilities:**

- Enforce all safety regulations for staff and campers
- Prepare and organize materials for camp
- Maintain a clean classroom
- Provide instruction on a variety of camp themes
- Prepare and maintain accurate recording of attendance, behavior, and incidents to ensure that paperwork is complete and accurate. All paperwork must be submitted to the Camp & Curriculum Lead at the end of each day
- Assist with sign in and out as needed
- Provide supervision on camp field trips
- Other duties as assigned

**Qualifications:**

- Must enjoy working with children in an informal educational setting
- Proof of High School Diploma or GED
- Minimum two years' experience working with children
- Must have experience in preparing and implementing activities for children
- Must be punctual and reliable
- Must demonstrate positive attitude and ability to work in a fast-paced environment
- Must have a demonstrated ability to work independently and cooperatively within a team
- Applicant must be able to pass a level II background screening
- First Aid/CPR Certification required prior to employment
- Preferred: Previous experience teaching
- Preferred: Experience working in summer day camps or school programs