

The Works Museum Summer Camp Coordinator

Job Title: Summer Camp Coordinator

Reports to: Director of Education

Hours: 36 hours/week. Monday-Thursday between 8 a.m. and 5 p.m.

Status: Non-exempt, hourly. Temporary. June 1 - September 1.

Pay: \$16-18/hour based on experience.

The Works Museum makes learning about science and engineering interesting, engaging, and fun. Our mission is to inspire the next generation of innovators, engineers, and creative problem solvers. If you're looking for a summer job where you can make a difference for kids in our community, this might be a fit for you.

Working with the Director of Education and summer camp team, the Summer Camp Coordinator helps ensure that daily camp operations run smoothly throughout the summer. The Summer Camp Coordinator is the first face that campers and parents see at check-in and helps to set the tone for camp by welcoming campers to The Works. The Coordinator also supports the STEM Educators and Assistants throughout camp. Additionally, this person will document the fun experiences that campers have by photographing camp activities to share with families at the end of each week.

Duties and Responsibilities:

- Supervise and facilitate camp check-in and check-out with campers, parents, and guardians.
- Support Camp Assistants in supervision campers during lunch and transitions.
- Support STEM Educators and Camp Assistants by providing behavioral support to campers when needed using positive behavior intervention techniques.
- Communicate with parents and support campers in the event of behavior or medical issues.
- Take photos to use in weekly parent communications.
- Work with Database Manager to create and print weekly camp rosters and nametags.
- Assist with registration and other administrative duties for camp.
- Ensure that public camp spaces (such as the lunch room and restrooms) are orderly and restocked at the end of each day.
- Other duties as assigned.

Preferred Qualifications:

- High School graduate or equivalent experience
- Experience working in a customer-facing position.
- Experience working with elementary aged children, experience in STEM Education is a plus
- Experience working with diverse communities.
- Proficient with Microsoft Office, Google Suite, and comfortable with learning new web-based applications.
- Ability to lift 25 pounds.

Personal Attributes:

- Welcoming and Positive Energy
- Flexible
- Organized
- Creative Problem Solver
- Effective Communicator
- Reliable and Dependable

The Works Museum is an equal opportunity employer and does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws.

To Apply: Please submit electronic cover letter and resume to jobs@theworks.org. We'll begin evaluating applications as they're received. Position open until filled.