

<i>Position Title:</i>	Education Seasonal Summer Camp Assistant Temporary Full Time
<i>Exempt / Non-Exempt:</i>	Non-Exempt
<i>Reports to:</i>	Director of Education
<i>Date:</i>	4/20/22

Job Summary

The purpose of this position is to assist in the facilitation Summer Camp the Museum. The Seasonal Summer Camp Assistant will report to the Director of Education and will be primarily responsible for assisting the Summer Camp and Scout Program Coordinator in the day-to-day operations of Summer Camp. This includes but is not limited to facilitating activities and lessons, classroom management, activity preparation and cleanup, and interacting with campers.

Essential Duties & Responsibilities

- Assist in the facilitation of The Museum’s Summer Camp Program.
- Using excellent customer service skills, establish and maintain effective working relationships with other employees, officials, and all members of the general public.
- Provide support for programming
- Assists with keeping camp space, exhibits and public areas safe and presentable to the public
- Other duties as assigned.

Qualifications and Experience

- Education – High School Diploma
- Experience: Required experience working with children.
- Required Skills: Strong organizational and communication skills, strong computer skills, ability to work independently and collaboratively, self-starter, strong research and writing skills.
- Required: Must be available between the hours of Monday-Friday 8:00am-5:00pm June 1st to September 1st
- Preferred Skills: Knowledge of museum practices, and museum education standards, bilingual is a plus.
- Obtain successful child related clearances as required by the law, including Pennsylvania State Police Criminal Record Check, Child Abuse History Clearance and FBI Fingerprinting for Criminal Background Check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use manual dexterity.
- Specific vision abilities required by this job include close vision, and color vision
- The employee frequently is required to sit and reach with hands and arms.
- The employee is required to stand, walk, and talk or hear.
- Must be willing to follow current Museum health and safety protocols.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not normally exposed to weather conditions.
- The noise level in the work environment is normally moderate.