

## **KENTUCKY SCIENCE CENTER**

### **POSITION DESCRIPTION**

**TITLE:** Camp Counselor

**REPORTS TO:** Coordinator of Fee-Based and Catalyst Programs

#### **SUMMARY:**

The Kentucky Science Center is seeking seasonal Camp Counselors for our summer 2017 School's Out Science Camp program. Camp Counselors ensure that campers experience a stimulating and fun learning environment at the Kentucky Science Center in the classroom, while in our exhibits, and on any field trips. Camp Counselors will assist Teachers with lesson plans and activities, help maintain a safe and functional classroom, and work closely with children of all ages. We are seeking patient, dependable, high energy individuals with an enthusiastic "Do Science!" attitude.

#### **RESPONSIBILITIES:**

- Help Camp Teachers provide a safe instructional environment in the classroom.
- Maintain a safe and fun learning environment while in and outside of the classroom.
- Assist campers with activities and material preparation in groups or individually.
- Assist the teacher in classroom preparation and cleaning.
- Assist with health and safety of the campers by evaluating and treating minor incidents, and Camp Staff Leads of any incidents.
- Assist with registration and other daily duties per Camp Staff Leads.
- Assist with pulling supplies and preparation of classrooms.
- Communicate with parents, visitors, and non-camp staff.

#### **POSITION QUALIFICATIONS:**

- At least 18 years of age.
- Pursuing a College Degree or other certified post secondary program in education or other related discipline.
- Working experience with elementary age children, preferably in a recreational setting.
- Must be available to work a full-day camp setting, five days a week.

- Excellent communication and organization skills.
- Enthusiastic and flexible attitude.
- Able to lift up to 25 pounds.
- Ability to stand/walk for long periods of time.
- Must pass a criminal background check.
- *If selected, Camp Counselors are required to attend a two-day orientation before camp and a debrief one week after camp.*

**KNOWLEDGE REQUIRED BY THE POSITION:**

- **Camp Hours:** Weekdays: 8:00-4:30 or 8:30-5:00, May 29 – August 4, 2016
- Counselors are NOT required to commit to all 10 weeks of camp but are required to commit to a FULL WEEK of work (Mon-Fri). Prefer applicants who can commit to at least 3 weeks of camp.
- Ability to work comfortably with the public of all ages and backgrounds.
- Ability to learn quickly, adapt to changing situations and react calmly under pressure.
- Must have a desire to work in a fast-paced camp environment and have an enthusiasm for working with children.
- Applicant must be comfortable communicating with parents on a daily basis.
- Understanding of basic educational practices and basic scientific principles.
- Ability to motivate and inspire others, especially children of all ages.
- Ability to work comfortably with science equipment, multimedia/instructional technology and safety procedures.
- For a full description of camp topics; please see our website at <http://kysciencecenter.org/kids/camps/>

**EFFORT:**

Must be able to see, hear, and speak. Must be able to read and closely examine items and information. Incumbent spends a considerable amount of time standing, walking, bending, and stretching, and manipulating objects with fingers and hands. Must be able to lift up to 25 lbs.

**WORKING CONDITIONS:**

Work is performed in a moderately loud environment.

**MACHINES, TOOLS EQUIPMENT:**

Computer, printer, photocopy machine, calculator, shredder, telephone, fax machine.

**CLASSIFICATION:**

Range 1  
Non-Exempt  
Temporary

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Reasonable accommodation may be made to those who are able to perform the essential duties of this job.

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.

Resumes will be accepted until March 30, 2017. All selected interviewees will be notified by the Kentucky Science Center to set up their time slot.