

KENTUCKY SCIENCE CENTER

POSITION DESCRIPTION

TITLE: Offsite Camp Counselor

REPORTS TO: Offsite Programs Coordinator and Manager of Fee-based and Offsite Initiatives

SUMMARY:

The Kentucky Science Center is seeking seasonal Camp Counselors for our summer 2017 Offsite School's Out Science Camp program. Camp Counselors ensure that campers experience a stimulating and fun learning environment at the Kentucky Science Center's Offsite Camps in the classroom. Offsite Camp Counselors will need to travel and stay in a variety of counties across the state of Kentucky. They 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:

- Travel and stay in Kentucky counties outside of Jefferson on a weekly bases.
- 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.
- Provide assistance to campers in groups or individually.
- Assist with help and health and safety of the campers by evaluating and treating minor incidents, and Camp Staff Leads of any incidents.

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
- Can be local to or willing to travel to the designated Kentucky camp location (Owensboro, Lexington, Bowling Green, Georgetown or Oldham County camps)
- 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 Orientation.*

KNOWLEDGE REQUIRED BY THE POSITION:

- **Camp Hours:** Weekdays: 8:00-5:00 PM during designated camp week.
- Counselors are required to commit to a FULL WEEK of work (Mon-Fri).
- 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.

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.
- Counselors will be required to travel and remain in a location away from Kentucky Science Center for duration of time.

MACHINES, TOOLS EQUIPMENT:

Motor vehicle, computer, printer, photocopy machine, calculator, shredder, telephone, fax machine.

CLASSIFICATION:

Range 1
Non-Exempt
Temporary

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 April 23, 2017. All selected interviewees will be notified by the Kentucky Science Center to set up their time slot.