

## **KENTUCKY SCIENCE CENTER**

### **POSITION DESCRIPTION**

**TITLE:** Offsite Camp Lead

**REPORTS TO:** Offsite Programs Coordinator

#### **SUMMARY:**

The Kentucky Science Center is seeking a seasonal Offsite Camp Lead for our summer 2017 Offsite School's Out Science Camp program. The Camp Lead will play a vital role in the day to day management of offsite camp. The Camp Lead will work closely with the Offsite Programs Coordinator to ensure the daily coordination of the Offsite School's Out Science Camp program. This will include traveling to offsite camps, attaining knowledge of the offsite camp policies and procedures, communicating with parents in an offsite setting, and aiding in the preparation of offsite camps. Additionally, the Camp Lead will work closely with all Offsite Camp Teachers and Offsite Counselors each day to maintain our high caliber camp/operations.

#### **RESPONSIBILITIES:**

- Travel to offsite camp locations to manage logistics and procedures.
- Assist in training Teachers and Counselors on day-to-day camp logistics and procedure and support staff in orientation and training.
- Provide support to teachers, counselors, and supply assistants in preparation for offsite summer camp programming.
- Collaborate with the Offsite Programs Coordinator to coordination offsite camp programming including check-in/check-out, daily camp schedules, demonstrations, etc.
- Be a point person for health and safety of the campers by evaluating and treating minor incidents, maintaining update health records for staff and campers, and stocking of first aid kits.
- Be a point person for behavioral management of campers.
- Communicate with parents before, during, and after camp.
- Supervising campers during lunch.
- Maintain and review camp evaluations.

#### **POSITION QUALIFICATIONS:**

- Previous experience working with elementary-age children in an informal setting.

- Must be available to work a full-day camp setting, 5 8 hour days a week.
- Excellent communication and organization skills.
- Enthusiastic and flexible attitude.
- Experience in program development preferred.
- Able to lift up to 25 pounds.
- Ability to stand/walk for long periods of time.
- Must pass a criminal background check.
- Must be available to help with camp prep starting May 15, 2017.  
**Camp Hours:** Mondays: 7:00-5:00, and Tuesday-Friday 7:30-5:30

It is preferred that the Camp Lead commit to at least 9 weeks of camp and commit to a FULL WEEK of work (Mon-Fri).

- If selected, Camp Lead is required to attend a two full days of Orientation.

#### **KNOWLEDGE REQUIRED BY THE POSITION:**

- Ability to work comfortably with the public of all ages and backgrounds.
- Ability to travel and stay out of Jefferson County, Kentucky for at least 5 days at a time.
- 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, speak and operate motor vehicles. 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.
- Offsite Camp Leads 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, Microsoft Office Excel, 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 31, 2017. All selected interviewees will be notified by the Kentucky Science Center to set up their time slot.