



**APPLICATION INSTRUCTIONS
FOR
Montshire Museum of Science Summer Camp Extended Care Camp Provider**

We welcome your application for the position of **Summer Camp Extended Care Camp Provider** at the Montshire Museum of Science.

Please review the attached job description and include the following four items with your application:

- 1-page cover letter
- Resume
- 3 professional references with email and phone number
- Copy of any first aid or lifeguard certifications

Please email your application as a Word or PDF file to:

- Jobs@Montshire.org
- Please do not send your application embedded in the text of an email message.
- Applications will be reviewed on a rolling basis.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!



**Montshire Museum of Science Job Description
Summer Camp Extended Care Camp Provider**

Employment Term: Approximately June 20, 2023 through August 18, 2023

DEPARTMENT: Education

SUPERVISORS: Director of Education & STEM Education Program Manager

DESCRIPTION

Extended care staff provide a safe and welcoming environment for children to engage in supervised but unstructured play outside of camp hours. Extended care staff are responsible for setting up and taking down free play activities and ensuring that campers are signed in and out of camp properly. Extended care staff meet campers at camp sites and escort them to indoor program spaces at the end of each camp day. They set up activities and supervise campers in small and large groups. Extended Care Camp Staff provide an additional communication link between counselors and parents.

General work schedule: M-F, 2:45 pm–5:15 pm

Period of employment: Late-June through mid-August 2023

RESPONSIBILITIES

- Participate in pre-camp preparation and training with Montshire Education Staff.
- Supervise free-play opportunities for campers.
- Lead games and small group activities.
- Ensure appropriate camper supervision and care, helping to meet the physical, social, and emotional needs of individual campers.
- Share daily updates with Director for communications with parents

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Excitement for exploring the natural world or engineering with children.
- Background in science and/or environmental education strongly preferred.
- Experience working with, care-taking, and/or supervising children ages 6-12 preferred.
- CPR and First Aid certification. (Training may be provided by Montshire).

SUPERVISION OF OTHERS

Extended care staff work as a team to provide programmatic structure and care for up to 15 campers per afternoon. In cases where more campers attend, a Montshire staff will be available for additional support.

WORKING CONDITIONS

- Must work well in both an individual and team setting.
- Flexible thinking and ability to adjust expectations as needed.
- Able to lift and carry up to 35 pounds.
- All Montshire employees are subject to a criminal background check.
- Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19.

TIME COMMITMENT

- Extended Care Camp positions are part-time, temporary, 5 days per week (M-F) and up to 15 hours per week between the hours of 2:30pm-5:30pm approximately June 20 through August 18, 2023.

SALARY AND BENEFITS

- Extended Care: Hourly position at \$14.50 per hour. No Montshire Benefits.

The Montshire Museum of Science is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.