



Montshire Museum of Science **Job Description**

POSITION TITLE

Camp Director

DEPARTMENT

Education

TITLE OF SUPERVISOR

Summer Camp Supervisor

SUMMARY DESCRIPTION

The **Camp Director** is the lead teacher for each Montshire camp, and supervises 2–3 summer camp counselors. Directors are assigned to oversee a specific camp and/or age range over the course of the summer:

Preschool Camp, ages 4–5 (PS)
Outdoor Discovery, grades 1–2 (OD)
Montshire Explorers, grades 3–4 (ME)
Inventors' Workshop, grades 3–6 (IW)

Each director position works closely with the Museum's Summer Camp Supervisor to develop camp curriculum during the 7-day training period before camps start. Directors are responsible for ensuring the objectives of each program are met and instruction meets the Museum's standard for high quality, science and nature-based programming for children. Directors are expected to lead daily morning check-ins and afternoon debriefs with their camp team, and drive on-going assessment of and improvements to the camp activities. Directors are also responsible for the majority of parent communications throughout the week.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Participates in summer camp training events with Summer Camp Supervisor.
- Co-develops summer camp curriculum under guidance of Summer Camp Supervisor
- Oversees program quality and delivery; provides guidance in program development.
- Supervises and provides leadership for 2-3 camp counselor staff and/or interns.
- Serves as lead liaison with parents.
- Monitors camp sites for safety and communicates with appropriate museum staff to resolve issues.
- Manages camp materials.
- Serves as point person for medical/injury situations, and parent and staff concerns.
- Leads daily staff check-ins and camp day debriefing meetings, and provides feedback on staff teaching and performance.
- Leads by example and facilitates explorations, games, solo times and large and small group activities.
- Provides a safe and caring camp environment for all campers.

- Provides leadership at Montshire site or off-site camp (ME) locations.

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- Completed 4-year undergraduate degree or equivalent post-secondary work experience in education, science, environment education, early childhood education, or related field.
- Demonstrated experience leading programs for elementary-aged students in formal and/or informal environments.
- Previous experience working in summer camp situations.
- Demonstrated experience leading staff, co-teaching, and ability to collaborate with colleagues in a team environment under potentially stressful situations.
- Understanding of children's needs and abilities: socially, cognitively, and physically.
- CPR and First Aid required, may also serve as lifeguard.
- The Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19.

WORKING CONDITIONS

- Fast-paced, non-profit museum environment.
- Must work well in both an individual and team setting.
- Teaching occurs mostly outdoors, including in inclement weather, exposure to insects, hot and humid weather, and other conditions typical of northern New England in June, July, and August.
- Able to adjust to unpredictable teaching and work situations encountered in summer programs and on Museum's property.
- Able to lift and carry 50 pounds; able to climb stairs and ladders, and to navigate outdoor landscape areas and hiking trails.
- Fieldwork in local ponds, marshes, streams, fields, and forests for both teaching and specimen collection purposes.

TIME COMMITMENT

Seasonal/Temporary—Full-time (37.5 to 40 hours per week), non-exempt, hourly position.

General work schedule: M-F, 8:00 am–4:00 pm

Period of employment: Mid-June through mid-August.

SALARY AND BENEFITS

Hourly position at \$15.50-\$16.00 per hour (depending on skills and experience). No Montshire Benefits.

The Montshire Museum of Science is an equal opportunity employer (EOE) with a passionate commitment to diversity, equity, and inclusion.