



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.