

MID-HUDSON CHILDREN'S MUSEUM

Position Announcement Camp Counselor

Posting date: April 28, 2017

Camp Counselor. The Mid-Hudson Children's Museum, a hands-on museum in Poughkeepsie, NY, seeks a friendly, outgoing and high-energy individual to assist with the delivery of memorable camp programs.

PLEASE NOTE: This is a 6-week temporary position with employment dates of July 3 through August 11, 2017.

The Mid-Hudson Children's Museum is an Equal Opportunity Employer

Application Instructions for the Position of Camp Counselor

We welcome your application for the position of Camp Counselor at the Mid-Hudson Children's Museum of Poughkeepsie, NY.

This is a 6-week temporary position with employment dates of July 3 through August 11, 2017. This position does not include Mid-Hudson Children's Museum benefits.

TO APPLY: Please submit the following four items with your application:

- Cover letter
- Resume
- 1 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- List of 3 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)

Please e-mail your application as a Word or pdf file to jobs@mhcm.org. Please do not send your application embedded in the text of an email message.

Review of applications will begin immediately and will continue until position is filled. After we have reviewed your application materials, we will be in contact with you.

Thank you for your interest in the Mid-Hudson Children's Museum. We look forward to receiving your application.

MID-HUDSON CHILDREN'S MUSEUM

POSITION DESCRIPTION

Title: Camp Counselor
Employment Dates: July 3 – August 11, 2011

TITLE OF MANAGER: Director of Education

MAIN FUNCTION:

Ensures a memorable experience for MHCM's youngest visitors by delivering "When I Grow Up" camp programming. Engages camp participants through hands-on activities, demonstrations, nature walks and free play in the museum. Serves as a member of the MHCM summer camp staff.

DUTIES AND RESPONSIBILITIES:

- Preparation: Ensures that the pavilion and other camp venues are clean, ready and safe for each daily camp session. Assists with advanced preparation of materials for activities planned for each camp session.
- Program Delivery: Facilitates/co-facilitates planned camp activities each day. Ensures appropriate camper participation in each activity. Helps to ensure smooth transitions between activities. Ensures safe and orderly movement of camp group between the pavilion, museum and other venues.
- Program Support: Assists with daily camper drop off and pick-up. Communicates important camp or camper information to parents and shares parent feedback to other staff. Shares ideas and feedback with others on camp staff.
- Volunteer support (as needed): Assists camp director by ensuring volunteers are utilized to the best of their abilities and in appropriate manners.

SUPERVISION OF OTHERS:

This position does not have supervisory responsibilities but must work collaboratively with other paid museum staff, camp staff and volunteers.

EXPERIENCE AND SKILLS:

Required:

- High School degree required; bachelors/associates degree preferred

- Experience working with young children; previous summer camp counseling or formal daycare experience strongly preferred
- Demonstrated passion for working with young children
- Strong organization and communications skills
- Computer expertise (Microsoft office, internet, email)
- Comfort presenting to the public and speaking to adults
- Collaborative; team oriented
- Self-directed, proactive and comfortable working independently, yet able to take direction from others
- Creative, flexible, resourceful and willing to learn new things
- Able to work, prioritize and focus amid frequent interruptions
- Reliable transportation

WORKING CONDITIONS:

Non-profit, informal educational organization. Fast-paced environment with many, varied, simultaneous activities. Must work well independently and in a team setting. Some carrying and lifting of educational materials, tables, and chairs.

TIME COMMITMENT:

6-week summer appointment; 25-30 hours/week

SALARY AND BENEFITS:

\$10.00/hour. No benefits.

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