



Field Trip Educator Camp Coordinator Job Description

The Field Trip Educator is a full-time, seasonal position (September to mid-June). The Field Trip Educator is an innovative, knowledgeable, and organized teacher who plans, registers, coordinates, teaches, and evaluates field trips for school groups coming to ScienceWorks. Field trips generally include a lab, museum exploration, and a Science Live show. The Field Trip Educator works with the Director of Education to plan and develop the labs and shows delivered in the field trip program. The Field Trip Educator also works with, and helps to coordinate field trip volunteers.

Major Responsibilities of the Field Trip Educator

- Learn and facilitate a wide variety of learning experiences for school groups at our museum. These experiences include 45min inquiry science or engineering design labs and 30min Science Live Shows that demonstrate science concepts.
- Work with the Director of Education to design labs and shows, to assemble materials required to deliver the labs and shows, and to develop the instructional materials for facilitators and educators that accompany each lab and show. This design work happens primarily in September.
- Assist in the development of ScienceWorks Education programming by providing feedback about our curriculum and about the logistics of the program.
- Assist in the planning and delivery of camp programming for Fall and winter one-day camps and spring break camp.
- Facilitate school registration through the website, Versai, and the Google Calendar to be sure that field trips and museum visits are scheduled, teachers receive pre-visit materials, billing is set up, and teachers receive a pre-visit phone call.
- Provide a brief museum orientation to visiting school groups, and works with group leaders to ensure a positive overall experience.
- Work with the Director of Education and the Volunteer Coordinator to provide training, ongoing guidance, communication, and coordination of field trip program volunteers.
- Assist development staff in research and preparation of grant proposals and reports in support of education programs (September–March).

- Participate in education program planning with the education program team.

The Camp Coordinator is a full-time, seasonal position (mid-June-August). The Camp Coordinator is primarily responsible for providing direct programming for campers during Lunch Bunch, and either Pre-Care or Post-Care times, as well as supporting the logistics of all camps. This staff member is often seen as the face of camp as they interact with many families and camps each day. Because of this frequent interaction, the Camp Coordinator has the privilege of setting the tone for the experience our families have at camp. While camps are in session, this role is responsible for performing behind the scenes support tasks such as supply packing, materials preparation, preparing rosters and name tags for upcoming camps, and copying and distributing updated information. They may also provide more direct support to camps by standing in for an absent intern or responding to challenging behaviors from campers who need to be removed from their camp for a while. All these support tasks allow campers and instructors to experience a smooth and inspiring week at camp.

Major Responsibilities of the Camp Coordinator

- Prepare the museum for camp each day.
- Provide pre-care and post-care programming.
- Provide programming during lunch, including liquid nitrogen treats on Fridays.
- Facilitate camper check in.
- Communicate information to instructors and interns each day.
- Communicate with families of absent campers.
- Be on-call to help with camps as needed throughout the day.
- Mentor and evaluate camp interns.
- Facilitate camp program evaluation.
- Reset camp spaces for the weekend on Friday afternoons.
- Manage ActiveNet registrations and rosters and communicate with families regarding registration.

(See attached "A Day in the Life of a Camp Coordinator")

Essential Traits

- Understanding of, or ability to rapidly learn, science concepts: physical science, chemistry, biology, geology.
- Ability to manage adults and children grades PK-12 in small and large group settings with a positive tone.
- Patience, flexibility, communication, computer skills and a good sense of humor to roll with the quirks of a camp full of moving pieces.
- Strong organizational and prioritization skills, and the ability to execute tasks at a high quality with minimal supervision.

- Ability to explain or demonstrate challenging concepts in clear and simple terms.
- Ability to assess learners' needs for learners from a variety of backgrounds, cultures, and identities, and to adjust learning experiences to meet these needs.
- Enthusiasm for exploration and a curiosity about the world around us.
- Reliable and able to provide high quality programming with minimal supervision.
- Ability to develop creative, engaging, hands-on learning experiences that are developmentally appropriate, make use of Next Generation Science Standards, and are founded on principles of inquiry and engineering design.
- Demonstrated ability to make tough decisions in tough situations, keeping in mind the safety of visitors and campers, and the goals and needs of the larger museum.
- Excellent oral and written communication skills with adults and children, including campers, parents, museum visitors, high school interns, camp instructors, and museum staff.
- Outstanding child management skills to help groups of campers meet our expectations and struggling individual campers get back on track to have a great week of camp. Experience with behavior management frameworks such as Love and Logic or Positive Behavioral Support are strongly preferred.
- Ability to train, manage, and mentor high school interns.
- Bachelors degree in science, education, or related field preferred – commensurate experience welcomed.
- Teaching experience in a school, out-of-school, or camp setting.

Commitment & Compensation

The combined Field Trip Educator and Camp Coordinator position is a full-time, year-round position. However, the duties of the position vary with the season.

Time of Year	Activity	Hours	Schedule
September-February	Planning Field Trips Teaching Field Trips Field trip registration	20hrs/week	8:30-12:30
September-February	Assisting with development and data tasks in support of the Education Program	20hrs/week	1:00-5:00
March-Mid June	Teaching Field Trips Field Trip registration	35hrs/week	8:30-3:30

March-Mid June	Assisting with development and data tasks in support of the Education Program	5hrs/week	4:00-5:00
Mid June-August	Summer Camp coordination Summer Camp registration	40hrs/week	Varies

- Free membership to ScienceWorks Hands-On Museum
- Wages depend on experience

To Apply

- Send a resume and cover letter to Liese@scienceworksmuseum.org
- Provide 3 professional references

Those invited for an interview will prepare and facilitate a mini lesson for the Director of Education during the interview.

A Day in the Life of a Camp Coordinator

Typical Day with Pre-Care- ~35 HOURS/WEEK

7:30 arrive & prep for welcome & pre-care

- Post announcement board outside
- Turn on lights and reset exhibits before first visitors (this can be done later if there is no pre-care, but should be done no later than 8:40am)
- Wed/Th/Fr facilitate evaluation collection (paper or electronic)

8:00-8:50 Pre-care programming

- Sign campers in from approved family members
- Provide fun/active programming such as games, experiments, museum exploration
- Deliver campers to camp rooms by 9:00 and sign them in to camp rosters

8:50-9:30 Camp Check-ins

- Monday – help welcome and direct families to correct camp rooms
- Make sure all camps have their campers
- Check in with instructors to make sure they have all the supplies they need, direct interns to gather any additional needs
- Make calls to families of any campers not yet arrived

9:30-11:30 Camp Check-ins & Program Support Tasks

- Once all campers are signed in, make copies of rosters to use as sign outs from Lunch Bunch
- Periodically check in with camps and perhaps join in for a bit
- Complete any camp wide prep tasks for the day
- Be on call for help in camps as needed, you will carry a walkie-talkie at all times for this purpose.
- Lunch Bunch Prep
- Take a 15 min break

11:45-11:55 Update Interns and announcement board with Lunch Bunch location

11:55-1:00 Lunch Bunch programming

- Monitor campers as staff, campers, and interns eat for at least the first 15 minutes.
- Facilitate fun/active programming such as games, experiments, museum exploration for all campers once meals are finished (~last 30 minutes)
- Manage interns to ensure all afternoon campers are delivered to camp rooms by 1:00
- Sign out campers to family members who are leaving at the end of Lunch Bunch
- Friday's programming is always Liquid Nitrogen (LN2) frozen treats

1:00-1:30 Lunch Bunch clean up

1:30-2:00 Check afternoon camp attendance

- Call family of any camper not yet signed in & inform instructors of results

2:00 Head out

(FRIDAYS ONLY) 2-3:00 Camp clean up

- help reset Seekers camp classroom for museum use over the weekend.
- Remove signs from doors

Typical Day with Post-Care- ~35 HOURS/WEEK

9:30 Camp Check-ins

- Make sure all camps have their campers. Make calls to families of any campers not yet arrived
- Check in with instructors to make sure they have all the supplies they need, direct interns to gather any additional needs

9:30-11:45 Camp Check-ins & Program Support Tasks

- Once all campers are signed in, make copies of rosters to use as sign outs from Lunch Bunch
- Periodically check in with camps and perhaps join in for a bit
- Complete any camp wide prep tasks for the day
- Be on call for help in camps as needed, you will carry a walkie-talkie at all times for this purpose.
- Lunch Bunch Prep
- Take a 15 min break

11:45-11:55 Update Interns and announcement board with Lunch Bunch location

11:55-1:00 Lunch Bunch programming

- Monitor campers as staff, campers, and interns eat for at least the first 15 minutes.
- Facilitate fun/active programming such as games, experiments, museum exploration for all campers once meals are finished (~last 30 minutes)
- Manage interns to ensure all afternoon campers are delivered to camp rooms by 1:00
- Sign out campers to family members who are leaving at the end of Lunch Bunch
- Friday's programming is always Liquid Nitrogen (LN2) frozen treats

1:00-1:30 Lunch Bunch clean up

1:30-2:00 Check afternoon camp attendance

- Call family of any camper not yet signed in & inform instructors of results

- Check in with camp instructors to see if they need any support or materials

2:00-4:00 Camp Check-ins & Program Support Tasks

- Make copies of rosters for use in Post Care sign out
- Periodically check in with camps and perhaps join in for a bit
- Complete any camp wide prep tasks for the day as needed
- Be on call for help in camps as needed, you will carry a walkie-talkie at all times for this purpose.
- Post-Care activity prep
- Take a 15 min break

4:00-5:00 Post-Care Programming

- Pick up Post Care campers by 4:00, or direct Interns to deliver Post-Care campers to your location
- Facilitate high quality and engaging activities for Post Care campers
- Sign Post-Care campers out to approved family members

5:00 Head out!

Typical Day with both Pre & Post-Care– ~35 HOURS/WEEK **CC takes a 1:30-3:30 break**

CAMP SUPPORT TASKS

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Pack requested materials for camps (for the next day) • Copy independent travel plans and deliver to camp instructors before lunch • Enter data from previous week's evaluations 	<ul style="list-style-type: none"> • Pack requested materials for camps (for the next day) • Copy camper & family evaluations • Deliver evaluations to each camp to go home 	<ul style="list-style-type: none"> • Pack requested materials for camps (for the next day) • Collect camper & family evaluations • Enter evaluation data • Make wood cookie name tags for next week 	<ul style="list-style-type: none"> • Pack requested materials for camps (for the next day) • Collect camper & family evaluations • Enter evaluation data • Copy and deliver instructor evaluations to each instructor • Make wood cookie name tags for next week 	<ul style="list-style-type: none"> • Pack requested materials for camps (for Mon next week) • Make wood cookie name tags for following week camps • Copy camp previews for following week camps • Pack away camp materials from the week • Print rosters for next week