



**Job Title:** Camp Assistant

**Department:** Museum

**Reports to:** School Programs Manager

**Position Type:** Part-time / non-exempt; temporary

**Pay rate:** \$13.00 hourly, approximately 20 hours per week, Monday - Friday

### **Position Purpose**

Support the success of summer camps programs at ScienceWorks.

### **Department Description**

The *Museum Department* encompasses all **public-facing operations** for public audiences from our service region (<100 km from the Museum) and tourist visitors, including: permanent and featured exhibits, facilities & maintenance, public programs, outreach, after-school activities, non-fundraiser special events, community connections, and indoor/outdoor space & party rentals.

### **Labor Level Description**

*Assistants* at ScienceWorks are responsible for specific ongoing duties and tasks within their department.

### **Major Areas of Responsibility**

- Summer camp support, with a focus on Early Explorers (ages 5-6)

### **Primary Objectives**

- Keep campers safe and engaged in the camp experience
- Encourage inquiry based learning and exploration

### **Representative Duties and Responsibilities**

- Assist with camper check-in or check-out
- Facilitate activities and games for campers
- Report any operational and guest issues to appropriate staff members
- Implement defined procedures in event of emergencies
- Perform other duties as assigned

### **Required Knowledge, Skills, and Abilities**

- Demonstrated ability to:
  - Remain patient and encouraging with children
  - Effectively explains concepts and share information
- Experience working with children of all ages
- Effective behavior management experience

**Essential Traits**

- Prompt, reliable, well-organized
- Good communicator, in-person
- Highly self-motivated
- Cheerful, upbeat personality
- Enthusiastic about ScienceWorks
- Commitment to teamwork to further the impact ScienceWorks

**Minimum Qualifications**

- 17 years of age

**Preferred Qualifications**

- Minimum high school diploma, or equivalent
- Experience in camp setting
- Knowledge of summer camp games, songs, and activities
- Spanish-speaking a plus

**Work Environment & Physical Demands**

Duties are performed in museum, and on museum grounds. Duties require some deskwork and standing and walking in the building and grounds. Occasional lifting/carrying items weighing up to 30 pounds.

**Please see Physical Demands Checklist below.**

Working hours depend on program needs. Summer camps operate from 9:00am - 3:00pm Monday through Friday. Camps Assistants will have a morning shift or afternoon shift. Assignments will require working outdoors.

**ACKNOWLEDGEMENT**

I have read this job description and understand the responsibilities and requirements of this position.

\_\_\_\_\_  
**Print Employee's Name**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

*ScienceWorks Museum retains the right to change or modify job duties at any time. The above job description is not all-encompassing. The position requirements may vary or change to accommodate the needs of the business.*

### Analysis of Physical Demands Checklist

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs			x			Reach over shoulder	X				
11-20 lbs			X			Reach over head	X				
21-50 lbs		X				Reach outward	X				
51-100 lbs	X					Climb	X				
Over 100 lbs	X					Crawl		X			
						Kneel		X			
<i>Pushing/Pulling</i>						Squat		X			
Under 10 lbs			X			Sit				X	
11-20 lbs			X			Walk-Normal Surfaces				X	
21-50 lbs		X				Walk-Uneven Surfaces		X			
51-100 lbs	X					Walk-Slippery Surfaces	X				
Over 100 lbs	X					Stand				X	
						Bend				X	
<i>Driving</i>											
Automatic Trans											
Standard Trans											
<i>Other</i>											
Keyboard/Ten Key				x							
Fingering (fine dexterity)		X									
Handling (grasping, holding)			X								
Repetitive Motion - Hands	X										
Repetitive Motion - Feet	X										