



EVERHART MUSEUM

NATURAL HISTORY. SCIENCE. ART.
1908 - 2023

Junior Counselor

Overview

- The Junior Camp Counselor will work closely with the Lead Counselors to help facilitate a fun and educational summer camp experience for children aged seven - ten at the Everhart Museum. They will assist with organizing and leading daily activities, ensuring the safety and well-being of campers, and fostering positive relationships with campers, their families, and Museum staff.

Positions, Duties, and Responsibilities

- Reports to and is assigned duties by the Lead Counselors as well as the Community and Family Programs Manager
- Works with camp staff to prepare, implement, and evaluate the Everhart Museum's summer camp program
- Provides daily supervision of the summer campers both indoors and outdoors
- Assists campers in the completion of their daily projects and activities
- Oversees assigned students and guides them through daily activities
- Participates and encourages involvement in morning warm-ups and camp activities
- Prepares materials and setup for camp activities and, ensures supplies and equipment are put away and cleaned up before leaving each day
- Works with summer camp staff to assist and mentor campers
- Maintains a safe environment for campers, staff, and volunteers in the classroom and outdoors
- Acts as positive role model for campers
- Adheres to the policies, rules, regulations, and procedures of the Everhart Museum
- Responds appropriately to safety and behavior issues, including assisting with filling out incident reports when needed
- Performs other related duties as required

Inter-office Personnel and Contacts

- Reports to the assigned Lead Counselor and others as needed
- Works closely with assigned lead counselor as well as other junior counselors in the same division



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- Develops and maintains good relations with other staff members and volunteers
- Shows a helpful, friendly, and professional attitude towards students, parents, and Museum visitors

Experience & Qualification Requirements

- Must have experience supervising, teaching, and/or working with youth, preferably between the ages of seven and 10
- Must have good mentoring, leadership, organizational, and communication skills
- Must have awareness and sensitivity in interacting with diverse populations
- Must obtain Act 151 PA Child Abuse History Clearance, Act 34 PA State Police Criminal Record, and Act 114 Federal Criminal History and Fingerprint Clearance
- Must be 18 years old or older
- Must have the ability to take charge of a group of children and come up with activities/games in a moment's notice, if need be
- Must have a dependable source of transportation
- Must have the stamina and physical ability (walking, sitting, standing, bending, crouching, kneeling, pushing, pulling, running, stretching, reaching, climbing, lifting and carrying up to 30 lbs.) to participate in children's activities and communicate with children face to face

Working Conditions:

- This is a seasonal position with the Museum's summer camp, which will run July 24–July 28 and July 31–August 4.
- Work hours may vary but will generally be Monday through Friday, approximately 8:30 a.m. to 1:30 p.m.

Please note that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. It is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities, or working conditions associated with the position.

To Apply:

Inquiries and applications (including resumes and letters of interest) should be sent electronically to info@everhart-museum.org.