

EVERHART MUSEUM

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Camp Counselor Job Description

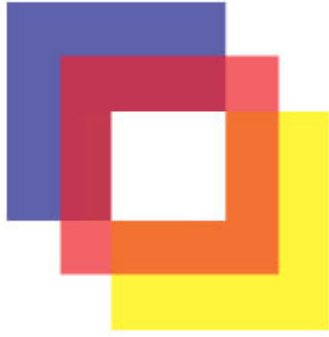
(Temporary, Part-Time)

Overview

- The Camp Counselors will work closely with the Community & Family Programs Manager to help facilitate a fun and educational summer camp experience for children aged 7–10 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. This is a part time position and compensation will be disbursed at a rate of \$12.50/hour.

Positions, Duties, and Responsibilities

- Reports to and is assigned duties by the Community & 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



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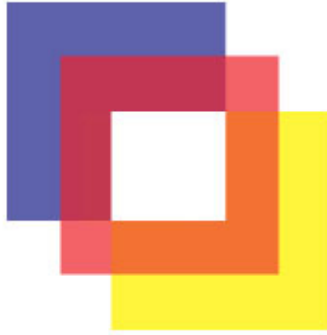
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Inter-office Personnel and Contacts

- Reports to the Community & Family Programs Manager
- Works closely with junior counselors
- 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 ages 7–10
- 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



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Working Conditions:

- This is a seasonal position with the Museum's summer camp, which will run July 8–July 12 from 9:00 a.m.–3:00 p.m..
- Work hours are Monday through Friday, approximately 8:30 a.m. to 3:30 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 resume and professional reference that cannot be a family member) should be sent electronically to camille@everhart-museum.org. Please include “**Camp Counselor Application**” in the subject line of your email. Interviews will be scheduled on a rolling basis.

We are an at-will, equal opportunity employer committed to excellence through diversity and do not discriminate on the basis of sex, race, color, age, religion, national origin, disability, sexual orientation, veteran status or any other legally protected characteristic, in employment or other programs.