

THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Job Description
Summer 2021

Job Title	Summer Camp Counselor
Department	Museum Experience
Reports to	Summer Camp Coordinator

Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: Varies per week <input checked="" type="checkbox"/> Days <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

The Da Vinci Science center brings science to life with unforgettable summer camp experiences for students entering grades K-8. We are seeking camp counselors who want to make a difference in a child's life while gaining valuable work experience. Summer Camp Counselors lead creative experiences for children enrolled in week-long summer camps. Camp themes capitalize on Science Center programs and exhibits as catalysts for exploration, experimentation, creativity, and learning. Schedules are flexible and may include full-day and/or half-day summer camps beginning the week of June 7 and running through the week of August 27. Successful candidates will be fun, knowledgeable, and dependable educators who like working with people, teaching, and learning about science.

SPECIFIC JOB RESPONSIBILITIES

- Teach assigned summer camps according to an agreed upon lesson plan, with developmentally appropriate teaching strategies and in accordance with the Science Center's student-centered, imaginative, play, and inquiry-based philosophy. Actively engage all campers in activities.
- Attend and actively participate in training sessions to understand and implement the Da Vinci Science Center's inquiry-based approach, understand science content, and demonstrate effective presentation techniques.
- Provide a welcoming environment for all youth through positive youth development techniques.
- Display a commitment to diversity, equity, inclusion, and accessibility in all aspects of work.
- Maintain order and cleanliness of classroom and other spaces, showing respect for materials and student work. May include putting supplies away, washing goggles, wiping tables, and sweeping floors if needed.
- Make safety a priority, especially with chemicals, dry ice, and/or liquid nitrogen.
- Incorporate feedback into future lessons.
- Monitor supplies and report shortages.
- Lead and mentor teaching assistants before and during camp, creating an inspiring and collaborative environment.
- Produce follow up reports or documents as required by supervisor.
- Other duties as assigned.

QUALIFICATIONS

Required Skills: Ability to present engaging programs to learners with diverse backgrounds, ages, and abilities; creative, effective team member, ability to problem solve independently, exemplary organization, classroom and lab management, excellent written and verbal communication skills, cultural competency, and adaptability to unique situations.

Preferred Experience: Familiarity with museum-based programming, inquiry-based and student-centered teaching methods, and positive youth development models.

Education: High school graduate or equivalent. College level education preferred, especially experience with early childhood education or science courses.

Bilingual in English and Spanish a plus.

PHYSICAL DEMANDS OF THIS JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the Summer Camp Counselor job, the employee is regularly required to talk and hear. The employee is frequently required to be on their feet for up to five (5) hours at a time; stand; walk; sit; reach with arms and hands; climb or balance; stoop, kneel, crouch or crawl; move or lift up to 50 pounds. The employee is occasionally required to taste and smell; perform repetitive motions; use eye, hand and foot coordination. Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), peripheral vision (ability to observe and area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Summer Camp Counselor may encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions; and required to wear protective lab coat, protective glasses and protective gloves. Employee may be required to use chemicals with Material Safety Data Sheets provided. Employee may be required to use high voltage electricity. Employee may need to use very hot or very cold liquids. The noise level in the work environment is usually moderate.

REQUIREMENTS

Successful completion of a criminal background check including, but not limited to checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry. Successful completion of Child Abuse Recognition and Reporting course for Mandated Reporters is also required. Additional clearances may be required as changing regulations are implemented.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Science Educator position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the right to revise duties as needed.

Supervisor Approval	CEO / Executive Director Approval
Date	Date
Employee Name (printed)	Employee Acknowledgement (Signature)
Date:	