

# Glazer Children's Museum

## JOB DESCRIPTION

### Camp Imagination: Assistant Teacher

#### **Position Summary:**

The primary responsibility of the Assistant Teacher is to facilitate a positive and high quality experience at GCM's Camp Imagination by assisting in the delivery of programs to create a memorable experience. This is achieved through the delivery of formal and informal educational experiences by following the Camp Imagination curriculum and direction from the Lead Teacher. The Assistant Teacher reports to the Special Events and Programs Manager. In his/her absence, they report to the Director of School and Youth Programs. Camp Imagination runs from March 18-22. Assistant Teachers must have flexible availability Monday-Friday.

#### **Essential Functions:**

- Create a memorable experience for all campers by providing a welcoming, engaging, and fun environment.
- Treat each child with respect and consider the needs of each child as an individual, meeting them at their level of expertise.
- Assist Lead Teacher with a class of up to 25 campers while maintaining GCM's expectation of quality and excellence and fulfilling our mission and vision.
- Prepare daily activities and projects to ensure each program is thoughtfully presented, organized, and executed.
- Use classroom management skills to effectively teach programs while maintaining a high level of fun and energy.
- Assist in facilitation activities that give campers a sense of accomplishment that comes from mastering skills and techniques.
- Take responsibility for the quality of supplies, equipment, and materials.
- Create an upbeat and positive atmosphere where campers feel open to explore, try new things, test their knowledge, and get messy.
- Deliver well prepared, energizing programs.
- Proactively, quickly and professionally respond to challenging or stressful situations like code adams, spills, accidents, etc.
- Work closely with Janitorial Team to report cleanliness issues and follow your own cleaning schedule.
- Maintain a high level of energy and enthusiasm in all interactions with campers and their parents.
- Assist in daily set-up, cleaning and maintenance duties of the camp classrooms, and play time and lunch supervision.
- Make suggestions about improved operations, programs, evaluations, etc.
- Ensure proper check-in and check-out procedures are followed each day for every camper.
- Ensure the health, safety, and wellbeing of each camper during their time at GCM.

#### **Non-Essential Functions:**

- Other duties as required.

### **Education/Training:**

- Must attend mandatory training specific to Camp Imagination curriculum.
- Must be at least 18 years old. High school senior or high school diploma or equivalent. Some college preferred.
- Some teaching experience, or experience managing groups is preferred, especially children ages 5-10 years old.

### **Mental Skills and Abilities:**

- *Math* – high school level ability; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics.
- *Reading* - Ability to read and understand schedules, reference books and scripts.
- *Writing* - Ability to write summaries and reports using proper format and conforming to rules of punctuation, grammar, diction and style.
- *Speaking* - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion. Comfortable with public expository and extemporaneous speaking.
- *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.

### **Experience/Skills:**

Assistant Teachers will have the following personal competencies and characteristics:

- S/he will flourish in a diverse and high-achieving environment and will be energized by interacting with children in an educational setting.
- S/he will be a confident and articulate communicator with the ability to work fluidly with multiple departments.
- S/he will be an excellent communicator who is able to interact with a variety of coworkers, campers, volunteers, and parents.
- S/he is an individual of unquestioned integrity, ethics, and values; someone who can be trusted without reservation.
- S/he will have a personal style that is polished, collaborative, and decisive, as well as a sense of humor and perspective in his/her work.

### **Work Situations:**

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or

meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.

- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

### **Physical Demands:**

- *Light Work* - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Dexterity* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - (a) Clarity of vision at 20 inches or less.
  - (b) Clarity of vision at 20 feet or more.
  - (c) The ability to judge distance and space relationships.

(d) The ability to identify and distinguish colors.

**Other Requirements:**

- *Travel* - may require occasional travel
- Valid State Driver's License
- Will require weekend and some evening work
- Will require both indoor and outdoor work
- Will require uniform/dress code

**Supervision/Contacts:**

- Receives supervision from the Special Programs and Events Manager
- Daily contact with Museum employees, volunteers and management
- Daily contact with campers; occasional contact with outside vendors

**Environment:**

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

**Tools and Equipment Used:**

- Personal computer, fax machine, telephone, computer printers, calculator, copier, museum alarm system, lighting controls, museum exhibit PCs and software, interactive components, small and large home appliances.

---

*I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.*

---

Signature

---

Date