

Glazer Children's Museum
JOB DESCRIPTION

Camp Imagination: Assistant Teacher (Seasonal)

Position Summary:

The primary responsibility of the Assistant Teacher is to assist in facilitating a positive and high quality experience at GCM's Camp Imagination. This is achieved through assisting in the delivery of formal and informal educational experiences by following the Camp Imagination curriculum and direction from the Lead Teacher.

The Assistant Teacher position is a seasonal, part time position from June 7-July 30, 2021 and reports to the School and Youth Programs Manager. In his/her absence, they report to the Director of Education. This position requires a Monday-Friday schedule, from 8:00am-5:00pm.

Essential Functions:

- Create a memorable experience for all campers by providing a welcoming, engaging, and fun environment.
- Assist with preparing daily activities and projects to ensure each program is thoughtfully presented, organized, and executed.
- Assist with delivering engaging educational programs.
- Create an upbeat and positive atmosphere where campers feel open to explore, try new things, test their knowledge, and get messy.
- Follow the Lead Teacher's classroom management philosophy and assist with effectively and efficiently leading a class of up to 25 campers
- Treat each child with respect and consider the needs of each child as an individual, meeting them at their level of expertise.
- Prepare and maintain daily communication to parents detailing events of each day at camp. This includes, but is not limited to: frequent posting and written communication with parents on Class Dojo as well as facilitation of an in-person and/or virtual Open House.
- Ensure proper check-in, check-out, and lunch procedures are followed each day for every camper.
- Maintain a high level of energy and enthusiasm when interacting with campers and parents.
- Proactively, quickly and professionally respond to challenging or stressful situations like code adams, spills, accidents, etc.
- Assist in daily set-up, cleaning and maintenance duties of the camp classrooms, and play time and lunch supervision, including monitoring of supplies, equipment, and materials.
- Ensure the health, safety, and wellbeing of each camper during their time at GCM.

Non-Essential Functions:

- Other duties as required.

Work Setting:

This position requires that the employee be physically present in the museum. This position requires in person interaction with museum guests and staff. This position requires a Monday-Friday schedule, with availability from 8:00am-5:00pm. This is a seasonal part time position, approximately 22.50 hours per week. Summer camp runs June 7-July 30, 2021.

Must attend mandatory one-day training specific to Camp Imagination curriculum. Training will be held the week of May 31, 2021.

Qualifications:

- A passion for the mission of the Glazer Children's Museum
- An understanding of and commitment to play based education for all learners
- High School diploma or equivalent required
- Experience working with children in informal or formal education settings
- Ability to successfully complete tasks in a fast-paced environment
- Strong organization, oral and written communication skills
- First Aid & CPR and/or Anaphylaxis & Epinephrine Certifications preferred

Assistant Teachers will have the following personal competencies and characteristics:

- Flourish in a diverse and high-achieving environment and will be energized by interacting with children in an educational setting.
- A confident and articulate communicator with the ability to work fluidly with multiple departments.
- An excellent communicator who is able to interact with a variety of coworkers, campers, volunteers, and parents.
- An individual of unquestioned integrity, ethics, and values; someone who can be trusted without reservation.