Glazer Children's Museum
JOB DESCRIPTION

Camp Imagination Coordinator (Seasonal, Temporary)

Position Summary:
The primary responsibility of the Camp Imagination Coordinator is to facilitate a positive and high quality experience at GCM's Camp Imagination. The Camp Imagination Coordinator is responsible for supporting the Camp Imagination program operations, delivering educational programming, and maintaining parent communication.

This is a seasonal, full-time position from June 6-July 29, 2022 and reports to the Director of Education or their designee. This position requires a Monday-Friday schedule, from 9:00am-5:30pm.

Essential Functions:
- Works in a team environment to ensure Camp Imagination guests receive a meaningful educational experience with a commitment to quality and child-focused delivery.
- Creates a memorable experience for all campers by providing a welcoming, engaging, and fun environment.
- Supports the day-to-day operations of the Camp Imagination program including but not limited to: assisting with camp logistics, training of educators, supervision of campers, checking campers in and out, delivering engaging education programs, and preparation of classrooms and materials.
- Ensure proper check-in, check-out, and lunch procedures are followed each day for every camper.
- Ensure the health, safety, and wellbeing of each camper during their time at GCM.
- 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.
- Maintain communication between camp program and Creativity Cafe, including submitting, picking up, and distributing lunch orders.
- Use classroom management skills to effectively and efficiently manage a group of up to 25 campers, when necessary.
- Maintains cleanliness and presentation of third floor classroom spaces, event hall, and vestibule.
- Maintain a high level of energy and enthusiasm when interacting with campers and parents.
- Serve as a Lead Teacher when necessary.
- Supports ordering & supply inventory.
- Proactively, quickly and professionally respond to challenging or stressful situations like code adams, spills, accidents, etc.

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, from 9:00am-5:30pm. This is a seasonal, temporary, full-time position. Camp Imagination runs from June 6-July 29, 2022. Mandatory Camp Imagination orientation will be held Thursday, June 2, 2022.

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. Post-secondary degree preferred
- 1+ years' teaching experience in informal or formal education
- 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

The Camp Coordinator will have the following personal competencies and characteristics:

- Flourish in a diverse and high-energy environment and energized by interacting with children in an educational setting.
- 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.