

Glazer Children's Museum
JOB DESCRIPTION

Camp Imagination: Assistant Teacher (Seasonal, Temporary)

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 philosophy, curriculum and direction from the Lead Teacher.

This is a seasonal, part-time position from May 28-July 26, 2024 and reports to the Director of Education or their designee. This position requires an in person, Monday-Friday schedule, with availability from 8:00am-5:00pm. Shifts are consistent and will either follow an 8:00am-12:30pm or 12:30pm-5:00pm schedule.

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.
- 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.
- Support the preparation of daily communication to parents, which includes providing detailed accounts of daily activities, photos, and posting to Class Dojo. This also includes assisting in the preparation and facilitation of an in-person and/or virtual Open House.

Non-Essential Functions:

- Other duties as required.

Education/Training

- High School diploma or equivalent required
- Strong organization and communication skills
- First Aid & CPR and/or Anaphylaxis & Epinephrine Certifications preferred

- An understanding of and commitment to play-based education for all learners

Experience/Skills

- Experience working with children in informal or formal education settings
- Ability to successfully complete tasks in a fast-paced environment
- Ability to work with a variety of people (co-workers, volunteers, campers etc.)

Required Skills/Abilities

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.
- A confident and articulate communicator with the ability to work fluidly with multiple departments.
- Ability to pass a level 2 background check
- Ability to have reliable transportation to and from work
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Growth mindset with the ability to work well with others.

Physical and Mental Requirements

- Ability to deliver joyful and energetic engagement with the public
- Ability to function well in a high-paced and at times stressful environment
- Perform up to Five 30-Minute sets a day in a full costume that can weigh up to 50 lbs
- 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.
- Ability to move self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Must be able to complete tasks in a noisy environment
- Employees are subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside or outside.

Values of GCM

- Collaboration & Integrity
 - Strong “we are better together” mentality that makes for a great teammate.
 - Trustworthy individual who takes the responsibility of representing the department, the museum, and its ideas at all times. Puts the museum first in all work related decisions and situations.
 - Is honest and takes responsibility for mistakes.

- Leads by example and has an attitude of service toward our community.
- An individual of unquestioned integrity, ethics, and values; someone who can be trusted without reservation.
- Play and Experimentation
 - Ignite a shared passion for the power of play by engaging children, families, and the entire community.
 - Committed to lifelong learning
 - Understands that the role they play is to serve as an ambassador for play and the Glazer Children’s Museum and conducts themselves in a manner that is both fun and professional.
- Equity and Inclusion
 - Advocate for equity, inclusion, accessibility, and diversity - treats all people with respect and dignity.
 - Identify and remove barriers, so every child and family has access to powerful play and feels welcome
 - Treats everyone with dignity and respect, both inside and outside the organization

Acknowledgement

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