

Glazer Children's Museum
JOB DESCRIPTION

Camp Imagination: Lead Teacher (Seasonal, Temporary)

Position Summary:

The primary responsibility of the Lead Teacher is to facilitate a positive and high quality experience at GCM's Camp Imagination by delivering educational programming, assisting in program evaluation, and participating in experience/program creation to create a memorable experience. This is achieved through the delivery of formal and informal educational experiences by following the Camp Imagination curriculum and philosophy.

This is a seasonal full-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, from 8:30am-5:00pm.

Essential Functions:

- Create a memorable experience for all campers by providing a welcoming, engaging, and fun environment.
- Prepare daily activities and projects to ensure each program is thoughtfully presented, organized, and executed. Modify those activities as needed to meet the needs of campers.
- Deliver engaging educational programs.
- Create an upbeat and positive atmosphere where campers feel open to explore, try new things, test their knowledge, and get messy.
- Use classroom management skills to effectively and efficiently lead 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.
- Direct support staff, interns, and volunteers in the day-to-day workshop activities, preparation, and daily maintenance.
- 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.
- Lead daily set-up, cleaning, and maintenance duties of the camp classrooms, including monitoring of supplies, equipment and materials.
- Maintain a clean, organized, camper-centered classroom, which displays Camp Imagination activities.
- 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 preparing and facilitating an in-person and/or virtual Open House.

Non-Essential Functions:

- Other duties as required.

Experience/Education

- High School diploma or equivalent required
- 1+ years' teaching experience in informal or formal education
- First Aid & CPR and/or Anaphylaxis & Epinephrine Certifications preferred
- Experience working with children in informal or formal education settings
- An understanding of and commitment to play-based education for all learners
- 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

- Ability to pass a level 2 background check
- Ability to have reliable transportation to and from work
- Strong organization and communication skills
- 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
- 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
- A confident and articulate communicator with the ability to work fluidly with multiple departments.
- 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