

Glazer Children's Museum

JOB DESCRIPTION

Camp Imagination Intern

Position Summary:

The Camp Imagination Intern is a warm and joyful individual who plays an integral role in the operations and success of Camp Imagination. This position is responsible for assisting in facilitating positive and high-quality summer camp experiences for K-5 campers. They aim to provide the best possible camp experience for children and families by supporting a safe, organized, and welcoming camp environment and supporting the camp team.

This position reports to the Education Coordinator. In their absence, they report to the Director of Education. This is an unpaid internship. GCM will work with you to meet school internship requirements.

Availability:

This internship is for approximately 16 hours per week. Internship will run from about May 27, 2025 to August 8, 2025.

Essential Functions:

- Support daily camp operations and camp staff, following all Camp Imagination Policies & Procedures and prioritizing the safety and dignity of all campers.
- Produce and deliver high-quality camp programs and experiences, including planning, writing, teaching, and evaluating programs.
- Monitor supply inventory and organize and prepare materials needed for camp activities and daily operations.
- Manage ClassDojo, including creating accounts and taking photos and sharing regularly.
- Support evaluation of the Camp Imagination program.

Non-Essential Functions:

- Other duties as required.

Education and Experience:

- Educational tract in education, child development, recreation, hospitality, or related field
- Experience working summer camps preferred
- Experience working with elementary-aged children preferred

Skills and Abilities:

- Ability to flourish in a diverse and high-achieving environment and to be energized by interacting with children in an educational setting.
- Strong organization, oral and written communication skills and the ability to work effectively as both a team leader and a team member.

- Determination to provide high level customer service.
- Demonstration of innovation, flexibility and willingness to learn.
- An excellent communicator who is able to interact with a variety of coworkers, campers, volunteers, and parents.
- Excellent PC computer skills / MS Office, Outlook, Excel, Word
- Ability to be proactive and to manage multiple tasks simultaneously with attention to detail and deadlines
- Excellent interpersonal and customer service skills
- Excellent verbal and written communication skills
- Strong organizational skills
- Comfort working with diverse communities, and a demonstrated commitment to access, equity, and inclusion

Physical and Mental Requirements:

- Ability to deliver energetic and engaging programs
- Ability to function well in a high-paced environment
- Moves equipment weighing up to 15 to 50 pounds at times
- 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
 - 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.
- 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