

**Glazer Children's Museum**  
**JOB DESCRIPTION**

**Camp Imagination Assistant**  
**(Seasonal, Temporary)**

---

**Position Summary**

The Camp Imagination Assistant is a warm and joyful individual who plays an integral role in the operations and success of Camp Imagination. They aim to provide the best possible camp experience for children and families by providing quality customer service, maintaining a safe, organized, and welcoming camp environment, and supporting the camp team.

This is a seasonal, full-time position from June 1 – July 31, 2026 and reports to the Family Learning Manager or their designee. This position requires an in person, Monday-Friday schedule, from 8:30am-5:00pm.

This position requires a Level 2 background screening through the Clearinghouse <https://info.flclearinghouse.com>

---

**Essential Functions:**

- Support daily camp operations, following all Camp Imagination Policies & Procedures and prioritizing the safety and dignity of all campers.
- Responsible for the Learning Center common areas and front desk reception area, including greeting campers and visitors and maintaining a safe and welcoming environment.
- Complete office administrative tasks, including maintaining camp documentation and answering phone calls.
- Provide quality customer service. Communicate with parents and families via phone and email and provide assistance or direct inquiries to the appropriate staff.
- Organize and prepare supplies and materials needed for camp activities and daily operations.
- Provide basic care for sick campers and administer medication as needed following camp policies.

**Non-Essential Functions:**

- Other duties as assigned.
-

### **Education and Experience:**

- High school diploma or equivalent
  - 1+ years of experience in customer service and office administration
  - 1+ years of experience working with children and families
  - Proficient in Google Workspace and Microsoft Office and ability to learn new software applications
  - Experience at a summer camp, museum, or youth program preferred
  - CPR/First Aid certification preferred
- 

### **Required Skills/Abilities:**

- Proven ability 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
  - Ability to prioritize tasks and be proactive
  - Comfort working with diverse communities, and a demonstrated commitment to access, equity, and inclusion
- 

### **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
  - Prolonged periods of sitting at a desk and working on a computer.
  - 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
  - Employee is 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
- 

## 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