

## Responsibilities

- Collaborates with the Education and Gallery Managers on summer camp planning and preparation, including brainstorming activities, gathering supplies, and setting up and breaking down the camp space each day.
- Briefs Museum Teen Interns on summer camp plans and procedures and liaises between Museum staff and interns.
- Instructs children ages 4 to 8 during summer camp activities and leads transitions between activities, gallery play, restroom breaks, and field trips.
- Monitors summer camp drop-off in the mornings and pick-up in the afternoons, including greeting parents and campers.
- Supervises and supports children during gallery play and lunch time.
- Covers the front desk when needed, including greeting visitors, handling admissions, and selling and processing memberships.
- Assists Museum staff with maintaining exhibits and tidying galleries.

## Qualifications

- Must be organized and have an outgoing personality
- Must enjoy working with children and be comfortable managing small groups of people
- Educational instruction experience is an asset, but not required
- College degree or college degree in progress preferred
- Must be fully vaccinated against COVID