



## **Museum Camp Counselor**

### **Museum Experience**

**Status:** Hourly Temporary

**Schedule:** 35-40 hours/week: June 3 – August 24, 2019

**Reports to:** Camps & Classes Manager

### **MISSION OF PORTLAND CHILDREN'S MUSEUM**

To develop innovative problem-solvers through playful learning experiences that strengthen relationships between children and their world.

### **ORGANIZATION OVERVIEW**

Portland Children's Museum consists of three aligned entities: (1) the Museum, where exhibits and programs serve the public both on- and off-site, (2) Opal School, a fee-based preschool and K-5 public charter school, and (3) the Museum Center for Learning, which documents and disseminates fresh approaches to education and provides professional development for educators. In this description, Museum, School, and Center refer to the specific entity, while Portland Children's Museum (or, "the organization") refers to the whole.

### **OUR COMMITMENT TO DIVERSITY AND INCLUSION**

In the Portland metro area, 47% of students are children of color. At Portland Children's Museum, we strive to have our guests reflect that diversity, and for our staff and board to be equally diverse. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background. We value staff members, volunteers, and board members whose backgrounds further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.

### **POSITION SUMMARY**

Portland Children's Museum offers 11 weeks of summer day camps for children age 4–9 years. These camps combine outdoor exploration with artistic experiences to inspire children to create and share through a wide range of art media. Camps run 8:30 a.m.–3 p.m., Monday through Friday, June 10 through August 23. Applicants should be able to commit to all training and programming from June 3 – August 24.

Museum Camp Counselors are responsible for inspiring and supporting young visitors' curiosity and creativity in open-ended art and nature exploration through Summer Camp programs. Museum Camp Counselors work in pairs to guide children through the day while maintaining a safe, creative, and inspiring environment with a 1:8 counselor to student ratio.

### **RESPONSIBILITIES AND DUTIES**

#### **Facilitating Camps (90%)**

- Lead art activities with various mediums and materials
- Guide children on short hikes and outdoor explorations
- Manage a classroom with up to 16 children

- Assist with checking children in and out of camps
- Connect with caregivers about their children daily
- Maintain a safe environment for children by adhering to all safety procedures

**Collaboration & Planning (10%)**

- Work with other counselors to prepare activities from camp curriculum to fit the developmental stages and needs of children ages 4–9
- Keep teaching spaces and supplies clean and organized

**Completes other duties assigned**

**QUALIFICATIONS**

**Skills**

- Experience working with children ages 4–9 in a classroom or other professional setting
- Knowledge of visual art mediums/materials
- Fluency in multiple languages, a plus
- Oregon Food Handler’s Card, First Aid/CPR/Epi-Pen Certifications, a plus

**Competencies**

- Flexible and comfortable in a fast-paced, dynamic environment
- Strong commitment to diversity; experience working with diverse audiences desired

**WORKING CONDITIONS**

- Schedule is 7:45 a.m. – 3:45 p.m. Monday – Friday; June 3 – August 24
- Ability to commit to entire duration of position (June 3 – August 24)
- Oregon Criminal History Record check required
- Prompt, regular, and reliable attendance is required.
- Comfortable on uneven surfaces
- This position requires the ability to bend and lift 25lbs

**TO APPLY**

Please send a letter of interest, resume, and three professional references to [resumes@portlandcm.org](mailto:resumes@portlandcm.org) with the subject **Summer Camp**.

Multiple camp positions are available including:

- Partnership Camp Counselor
- Assistant Camp Counselor
- Museum Camp Coordinator
- Partnership Camp Coordinator

Only one application is needed to apply for any of the above positions. Please indicate which position(s) you are applying for in your letter of interest.

**NO PHONE CALLS PLEASE.**