



## **Assistant Camp Counselor Museum Experience**

**Status:** Hourly Temporary

**Schedule:** 28-30 hours/week: June 1 – August 28, 2020

**Reports to:** Camps & Classes Manager

**Salary:** \$13.25/hr.

### **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**

At Portland Children's Museum, we welcome and respect all families and all colleagues. We believe every human is curious, creative, and capable, with unique gifts and abilities that the world needs. We value our differences; however they may be expressed, and we know that diversity is essential to building a vibrant learning community.

Our organization takes a stance on challenging racial injustice and social intolerance in order to strengthen our democracy. We aim to create an inclusive environment by attracting, advancing, and retaining a diverse board of directors, workforce, and volunteer team. Currently 44% of Portland Public School students are black, indigenous, and people of color, and we strive to have our organization and outreach efforts reflect the diversity of our community.

### **POSITION SUMMARY**

Portland Children's Museum offers 12 weeks of summer day camps for children age 4–10 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 8 through August 28, with the option to add 3–5:30 p.m. After Care. Applicants should be able to commit to all training and programming from June 1 – August 28.

Assistant Camp Counselors are responsible for supporting young visitors' curiosity and creativity in open-ended art and nature exploration both during the camp day and in After Care offered after camp each day. They supervise children during each afternoon, playing outside and in a classroom space. Assistant Camp Counselors work with other staff to maintain a safe, creative, and inspiring environment.

### **RESPONSIBILITIES AND DUTIES**

#### **Facilitating After Care (70%)**

- Manage a classroom with up to 18 children

- Guide children in outdoor explorations
- Lead activities with various art mediums and materials
- Help check children in and out of After Care
- Connect with caregivers and Camp Counselors about campers daily
- Maintain a safe environment for children by adhering to all safety procedures

**Supporting Summer Camp Programming (30%)**

- Work with other staff to prepare activities
- Provides support to counselors during lunch and/or other times of the day, as assigned
- Act as primary substitute for Camp Counselors

**Completes other duties as assigned**

**QUALIFICATIONS**

**Skills**

- Experience working with children ages 4–10 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

**WORKING CONDITIONS**

- Schedule is 10:30 a.m.–5:45 p.m. Monday–Friday; June 1–August 28
- Oregon Criminal History Record check required
- Ability to commit to entire duration of position (June 1-August 28)
- Prompt, regular, and reliable attendance is required.

**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:

- Camp Counselor I
- Camp Counselor II
- 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**

*We strongly encourage applications from members of historically underrepresented minority groups, people with disabilities and others who would bring additional dimensions of experience to our community.*