



Camp Coordinator **Museum Experience**

Status: Hourly Temporary

Schedule: 40 hours/week: May 26 – August 28, 2020

Reports to: Camps & Classes Manager

Salary: \$14.75/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.

The Camp Coordinator supports all summer camp programming and aftercare at Portland Children's Museum. They help to inspire and support young visitors' curiosity and creativity in open-ended art and nature exploration through Summer Camp programs. They collaborate with staff to plan, schedule tasks, supervise children, and maintain a safe, creative, and inspiring environment. The Camp Coordinator also supports the daily operation of programming through documentation, instruction, providing break coverage, and cleaning. Applicants should be able to commit to all training and programming from May 26–August 28.

RESPONSIBILITIES AND DUTIES

Supporting & Facilitating Museum Camp Programs (60%)

- Check in with Camp Counselors daily regarding program support and materials
- Provides support to counselors during lunch and/or other times of the day, as assigned
- Act as primary substitute for Camp Counselors
- Prepare snacks for camp programs
- Lead art activities with various mediums and materials
- Guide children on short hikes and outdoor explorations
- Manage a classroom with up to 18 children

Supporting Museum Camp After Care (20%)

- Manage a classroom with up to 18 children
- Guide children in outdoor explorations
- Lead activities with various art mediums and materials
- 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

Planning & Administrative Assistance (20%)

- Work with Camp Counselors and Camps & Classes Manager to prepare activities from camp curriculum to fit the developmental stages and needs of children ages 4–10
- Check in with Camps & Classes Manager on a weekly basis regarding program support and materials
- Assist in preparing paperwork and supplies
- Assist Camps & Classes Manager with administrative tasks
- Keep teaching spaces and supplies clean and organized

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 desired

WORKING CONDITIONS

- Schedule is 9:30 a.m.–6 p.m. Monday–Friday; May 26–August 28
- Ability to commit to entire duration of position (May 26 – August 28)
- Oregon Criminal History Record check required
- Prompt, regular, and reliable attendance required

TO APPLY

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

Multiple camp positions are available including:

- Camp Counselor I
- Camp Counselor II
- Assistant Camp Counselor

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.

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.

NO PHONE CALLS PLEASE.