



Partnership Camp Coordinator **Museum Experience**

Status: Hourly Temporary

Schedule: 40 hours/week: May 28 – 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 and the Oregon Zoo work together to provide nine weeks of art and animal themed summer partnership camps. Children entering Kindergarten or 1st grade (5-7 years old) will enjoy a week full of activities connecting learning and creativity. These camps run 8:30 a.m.–3:30 p.m., Monday through Friday, June 17 – August 24 (no camp during week of July 4).

The Partnership Camp Coordinator supports all partnership camp programs at Portland Children's Museum and the Oregon Zoo. 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 Partnership 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 28–August 24.

RESPONSIBILITIES AND DUTIES

Supporting & Facilitating Camp Programs (70%)

- Check in with Partnership 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 counselors
- Prepare snacks for camp programs
- Manage a classroom with up to 16 children
- Guide children on short hikes and outdoor explorations
- Lead art activities with various mediums and materials
- Maintain a safe environment for children by adhering to all safety procedures

Planning & Administrative Assistance (30%)

- Work with Partnership Camp Counselors and Camps & Classes Manager to prepare activities from camp curriculum to fit the needs of specific groups
- Check in with Museum Camp Coordinator and Camps & Classes Manager on a weekly basis regarding program support
- 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 4–9 in a classroom or other professional setting
- Knowledge of visual art mediums/materials
- First Aid/CPR/Epi-Pen Certifications required
- Fluency in multiple languages, a plus
- Oregon Food Handler's Card a plus

Competencies

- Applicants must be a minimum age of 18 years for this position
- Strong commitment to diversity; experience working with diverse audiences desired

WORKING CONDITIONS

- Schedule is 7:30 a.m.–4 p.m. Monday–Friday; May 28–August 24
(no camp week of July 4th)
- Ability to commit to entire duration of position (May 28 – 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 with the subject **Summer Camp**.

Multiple camp positions are available including:

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

NO PHONE CALLS PLEASE.