



Job Title: Camp Coordinator

Reports To: Senior Director of Camps & Group Programs

Summer Camp: May 18 - August 7
Must be available to work the entire summer
Monday-Friday 9:45am-5:45pm; no benefits

\$15/hour for 37.5 hours/week

Background:

Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. The Museum is located at 120 West 3rd Street in downtown Winston-Salem with 200,000 annual visitors and more than 2,200 members. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEAM (science, technology, engineering, art, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

Position Summary:

Assist in the management of theme-based summer camps for children pre-K- rising 7th grade at Kaleideum. The Camp Coordinator is responsible for interacting with campers and families; developing curriculum, leading demonstrations, experiences, games, and activities; monitoring children; managing teen volunteers; setting up/cleaning up camp spaces and supplies; covering lunch breaks of Camp Educators, supervising before and after care and daily check in/out procedures. The Camp Coordinator works under the direction of the Senior Director of Camps & Group Programs in a professional manner to promote an exceptional Museum experience.

Primary Duties and Responsibilities:

- Serves as a point of contact and resource for Camp Educators.
- Assist in the implementation of camp experiences for campers and fills in as a camp educator as needed.
- Collaborate with Camp Educators to ensure the best quality programming.
- Practice and enforce safety and emergency policies and procedures. In addition to maintaining a clean and safe environment for program participants and instructional staff in all Kaleideum classrooms, labs and storage areas in cooperation with other team members.
- Build relationships with enrolled campers and families by addressing concerns and pursuing appropriate actions or assistance as necessary.
- Manage after-care and daily check-out procedures.
- Ensure highest level of customer service is practiced at all times with campers and caregivers.
- Assist volunteers in their duties as they pertain to working with campers.
- Acts as point of contact for caregivers.
- Other duties as assigned by the Senior Director of Camps & Group Programs and Camp Coordinators.

Knowledge, Skills, Ability:

- Commitment to and passion for the mission, vision, and values of Kaleideum.
- A personal commitment to fostering a multicultural, diverse organization.
- Team player with the ability to collaborate in a dynamic, ever-changing environment.
- Ability to create a safe environment for audience and staff.
- Ability to communicate with the public including campers, Museum guests, educators, parents/caregivers, and donors, in a courteous and professional manner.
- Reliable and conscientious.
- Skilled in problem solving and conflict resolution.
- Ability to facilitate camp experiences: STEM, robotics, maker, arts, drama, music, and games with children.
- Communicate effectively with all Museum departments.
- Confidentiality, professionalism, patience, and flexibility.
- Ability to manage youth volunteers.
- Comfortable working in both an indoor and outdoor environment.

- Experience in STEM, robotics, architecture, textiles, visual arts, acting, or filmmaking a plus.
- Ability to speak Spanish a plus.
- **Must be available to work all summer, Monday – Friday from May 18 to August 7 (Can be flexible with short vacation). Paid staff training prior to the start of camp, date TDB, also required.**

Qualifications:

Minimum Education/Experience:

- College degree or some college course work in an appropriate field such as education or STEAM-related field. High school degree/GED required. Completed bachelors preferred but will accept a combination of education and experience if it is closely related to job skills needed for the position.
- 1 or more years' experience in an educational setting working with children; previous experience in a museum or non-profit environment a plus.
- Previous camp counselor experience preferred.
- Some management experience preferred.
- Experience communication with caregivers and families.
- Ability to obtain First Aid and CPR certification.
- Willingness to work with children with special needs. (Ex: visual impairments, diabetes, allergies, autism, etc.)
- Experience managing staff preferred.

Essential Physical Functions:

- On any given day, Museum staff may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, and reaching.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit a museum application and resume to Lindsay Douglas, Director of Camps & Group Programs, ldouglas@kaleideum.org.