



**KOCH FAMILY CHILDREN'S MUSEUM OF EVANSVILLE (cMoe)
Mini-Camp Director
Non-exempt/Temporary: June 3 –July 26, 2019 (plus planning hours)
Position Announcement**

Posting date: January 11, 2019

The Koch Family Children's Museum of Evansville (cMoe) is seeking an early childhood professional to develop and implement a high quality play-based camp experience for camper's ages 4-6 years old. Must have friendly, enthusiastic, patient manner and great communication skills.

About the Koch Family Children's Museum of Evansville (cMoe)

Since its founding in 2006, the Children's Museum has been the only museum in Evansville that is entirely devoted to children ages 0-12. With interactive exhibits and a wide array of early literacy, science, math and art activities, the Museum's purpose is to enrich children's lives and to positively impact the Evansville community through inspired play.

Position Overview

The Mini-Camp Director is responsible for overseeing the day-to-day operation of the mini camp program. S/he will perform functions including, but not limited to:

- Implementing and creating seven weeks of themed lesson plans for children ages 4-6 years old.
- Supervise mini-camp counselors
- Serve as the point of contact for parents
- Creating a sign in and sign out sheet system based on registration
- Prepping necessary tools and materials for daily activities adhering to allotted budget
- Developing an appropriate, daily schedule
- Practice and enforces safety and emergency policies and procedures.
- Establish an environment conducive to learning and appropriate to the physical, social, and emotional development of our audience members
- Collaborate with the marketing manager to share camp experiences with parents and key stakeholders
- Collaborate with the department's leadership in planning the vision for camps

Ideal Candidate Qualifications

- Commitment to and passion for the mission, vision and values of cMoe
- Bachelor's degree in Education
- A minimum of 2 years experience working with children, preferably in a licensed childcare facility
- Program/lesson planning experience
- Organized and dependable, with high attention to detail
- Excellent interpersonal, creative writing and communication skills.
- Performs well in environment that values creativity, flexibility, enthusiasm, and adaptability
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Application Instructions for the Position of Mini-Camp Director

Please review the position description and send the following items to Leslie Ricker at lricker@cmoekids.org **no later than February 28, 2019**:

- Cover letter including 1-3 bullet-list summary that explains how your previous experience supports the duties and responsibilities listed in the position description.
- Resume

- List of 3 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)
- Please be sure to write “Mini-Camp Director” in the subject line of your email.

Review of applications will begin upon receipt and will continue until position is filled. After we have reviewed your application materials, we will contact you. Finalist for this position will be subject to a pre-employment background check as a condition of employment. We anticipate a target starting date in May to prepare for the upcoming summer camp months.

Thank you for your interest in the Koch Family Children’s Museum of Evansville. We look forward to receiving your application.

The Koch Family Children’s Museum is an Equal Opportunity Employer.