



## Job Description

<b>Position Title</b> Camp Counselor	<b>Organization</b> Koch Family Children's Museum	<b>Supervisor</b> Education Director
<b>Effective Date</b> 7/1/2020	<b>Hours</b> Varied / As Scheduled	<b>FLSA Status</b> Non-Exempt
<p><b>Purpose:</b> The Camp Counselor is responsible for leading, implementing, and assisting in the planning of programs and experiences for children in a classroom setting. They will also be responsible for the general safety and development, growth, and skill achievement of the participants in their respective group. The incumbent will provide high quality educational and recreational experiences for participants that focus on the cMoe mission statement.</p>		
<p><b>Essential Functions:</b></p> <ul style="list-style-type: none"> <li>▪ Assist in the writing and implementation of a camp activities and exploration.</li> <li>▪ Assist in overseeing the campers during exploration time and offsite field trips.</li> <li>▪ Identify and respond to camper behavior issues.</li> <li>▪ Ensure that the site is kept clean, organized, and free of litter.</li> <li>▪ Communicate with parents about participant's experiences and report concerns to Camp Leadership.</li> <li>▪ Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.</li> <li>▪ Know and understand ALL emergency procedures associated with the camp program.</li> <li>▪ Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.</li> <li>▪ Help guide Camp Volunteers to have a deeper understanding of leadership and counseling skills.</li> <li>▪ See camp specific addendum for program details.</li> <li>▪ All other duties as assigned by supervisor or Executive Director.</li> </ul>		

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. cMoe Management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.



<p><b>Organizational Relationships</b></p> <p><b>Reports to:</b> Education Director <b>Supervises:</b> N/A</p> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Excellent communications skills both in person and on the phone.</li> <li>▪ Sales and customer service skills.</li> <li>▪ Ability to prioritize tasks while working with minimal supervision.</li> <li>▪ Ability to deal with sensitive issues and maintain confidentiality.</li> <li>▪ Ability to deal successfully with a wide range of people.</li> </ul> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>▪ High School or GED; some college preferred, but not required.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Must enjoy working with children and with the public.</li> <li>▪ Demonstrated experience in leadership, planning, organization, and implementing program activities and lesson plans.</li> </ul> <p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Successfully pass background check and drug screen.</li> <li>▪ Maintain a valid Driver's License.</li> <li>▪ Willingness to work flexible hours, including evenings, weekends and holidays.</li> </ul> <p><b>Work Environment</b></p> <ul style="list-style-type: none"> <li>▪ Work is primarily performed throughout all areas of the Children's museum.</li> <li>▪ The majority of work is performed in a museum environment with attendant noise level and requires observance of safe work practices.</li> <li>▪ Work requires exposure to the general public.</li> <li>▪ Work requires circulating throughout the museum, using stairs and working around exhibits.</li> </ul>	<p><b>Physical demands</b> (check what percentage of time weight is to be lifted or force is to be exerted)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="4">Check the box that applies</th> </tr> <tr> <th>None</th> <th>&lt;25%</th> <th>25-50%</th> <th>75%+</th> </tr> </thead> <tbody> <tr> <td><b>Lifts weight or exerts force:</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Up to 20 pounds</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Up to 35 pounds</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Up to 50+ pounds</td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Physical Activity:</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Standing / stationary</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Walking / Moving About</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Sitting</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Climbing / Stairs</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Balancing</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Stooping</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Kneeling</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Crawling</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Crouching</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Fine motor control Must be able to operate computers and technical/mechanical equipment.</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Visual Acuity Able to view computer monitors, reports, instrument panels, and visually inspect exhibits/work spaces.</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Communication Skills Ability to communicate extensively via telephone, two-way radio, one-to-one conversations, and group meeting presentations.</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Mental Concentration / Focus</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Work Environment:</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Work involves using office equipment including telephone, fax, computer, etc.</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> </tbody> </table>	Category	Check the box that applies				None	<25%	25-50%	75%+	<b>Lifts weight or exerts force:</b>					Up to 20 pounds			<b>X</b>		Up to 35 pounds			<b>X</b>		Up to 50+ pounds		<b>X</b>								<b>Physical Activity:</b>					Standing / stationary				<b>X</b>	Walking / Moving About				<b>X</b>	Sitting			<b>X</b>		Climbing / Stairs			<b>X</b>		Balancing			<b>X</b>		Stooping			<b>X</b>		Kneeling			<b>X</b>		Crawling			<b>X</b>		Crouching			<b>X</b>		Fine motor control Must be able to operate computers and technical/mechanical equipment.				<b>X</b>	Visual Acuity Able to view computer monitors, reports, instrument panels, and visually inspect exhibits/work spaces.				<b>X</b>	Communication Skills Ability to communicate extensively via telephone, two-way radio, one-to-one conversations, and group meeting presentations.				<b>X</b>	Mental Concentration / Focus				<b>X</b>						<b>Work Environment:</b>					Work involves using office equipment including telephone, fax, computer, etc.				<b>X</b>
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