

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

Museum Discovery Camp Assistant Counselor

Inspiring Curiosity through Exploration

Valuing Nature's Wisdom

Department: Learning and Interpretation

Position Title: Museum Discovery Camp Assistant Counselor

Reports to: Director of Museum Programs and Experiences

Status: Seasonal / Non-exempt

Overview: At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environmental that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position:

An energetic and positive individual who enjoys working with children and provides support and assistance to the Discovery Camp Head Counselors to facilitate engaging science-themed experiences for Discovery Camp attendees. This will be accomplished in a variety of settings for learners from age 5-13 for the promotion of lifelong learning. To maintain a safe environment, the Assistant Counselor for each age group will understand and adhere to all Department of Health Children's Camp and COVID-19 related guidelines are followed at all times throughout the camp day.

Priority Projects: With the onset of the COVID-19 pandemic, all staff of the Buffalo Society of Natural Sciences will be required to perform duties and tasks that support the operation of the entire Society and may fall outside those tasks primarily associated with this function. To that end, staff may be required to take on additional roles including, but not limited to, guest services, capacity monitoring, cleaning, and sanitation. These tasks will be assigned by your supervisor and take priority over other duties as outlined in this job description.

Essential Functions

- Assist the Head Camp Counselor and Facilitators of Learning with their program planning, preparation, and facilitation.
- Prepare and distribute snacks to campers.
- Help campers complete daily activities and projects by working individually with campers.
- Ensure all campers are present and accounted for at all times.
- Assist campers with transitions between activities/locations in a safe, quiet, and organized manner.
- Keep classroom and others spaces neat, safe, and organized.
- Lead campers through daily clean-up to allow for cleaning and sanitation between camp days.
- Assist the Head Counselor/Facilitator with maintaining an awareness of allergies, medical conditions, and special concerns for each camper and meet the needs of campers as necessary.
- Mediate relations between campers and resolve minor issues.
- Bring any major problems, including camper conflict and safety issues, to the attention of the Head Counselor, Facilitators of Learning or the Director of Museum Programs and Experiences in a positive and efficient manner.

- Provide constructive feedback to campers and work one-one-one with campers to adhere to rules as necessary.
- Behave as a responsible and positive role model for campers and peers.

Education, Experience, Skills & Qualities Required

- Minimum 16 years of age as required by Department of Health
- Experience as a camper or working for a day-camp.
- Desire to work with children 5-13 years of age, experience preferred.
- Enthusiastic, patient and flexible.
- Ability to work independently and as a team member.
- Ability to deal with emergencies calmly and responsibly.
- Good character, integrity and adaptability.
- A creative problem solver.
- Strong time management and teamwork skills.

Physical Demands

- Able to communicate in small and large groups.
- Frequently moving within the Museum and around outdoor areas adjacent to the Museum
- Operate sanitation tools using proper techniques (training provided).
- Frequently transport program materials up to 40 pounds.
- Ability to handle or assist with living specimens.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

The Society's culture is one of collaboration, collegiality, and teamwork. The incumbent must have a desire to work in a mission-first and audience-centered culture; produce products and experiences of exceptionally high quality; enjoy work and colleagues; and embrace the Society's core values of integrity, knowledge, diversity, and engagement.

Please send cover letter, resume, salary requirements, and names of three references via USPS or email to:

Hiring Manager
Buffalo Museum of Science

ATTN: Careers
1020 Humboldt Pkwy
Buffalo, NY 14211

careers@sciencebuff.org

EOE

5/20/2021