

## BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

### Museum Discovery Camp Head Counselor

*Inspiring Curiosity through Exploration*

*Valuing Nature's Wisdom*

**Department:** Learning and Interpretation

**Position Title:** Museum Discovery Camp Head 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 environment 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 is responsible for facilitating and overseeing engaging science-themed experiences. 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 Head Counselor for each age group is responsible for ensuring 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**

- Serve as the main caretaker of the Discovery Campers in your designated Camp.
- Be aware of allergies, medical conditions, and specific notes on each Camper from the parents (i.e., food and environmental allergies, asthma, ADD) and always keeping those Campers' needs in mind.
- Set the tone and pace, including basic rules for the Camp.
- Introduce and enforce all rules for expected behavior.
- Responsible for the set up and delivery of all science-based lessons.
- Facilitate classroom activities and projects and provide direct supervision for outdoor activities.
- Serve as the primary point person on safety concerns and educational content coordination for their designated camp group.
- Communicate with parents regarding daily activities and procedures, at the beginning and end of the day.
- Mediate relations between campers.
- Work with the Director of Museum Programs and Experiences and Facilitators of Learning to provide supervision to the Assistant Camp Counselors and divide responsibilities among them.
- Convey all necessary information regarding the agenda of the Camp.

**Education, Experience, Skills & Qualities Required**

- Bachelor's degree with a focus in education or a STEM field.
- Experience working and communicating with children 5-13 years of age.
- Experience in customer service.
- 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](mailto:careers@sciencebuff.org)

**EOE**

5/20/2021