

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: Public Programs Coordinator

Status: Part-time / Seasonal, Temporary / 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:

The Museum Discovery Camp Assistant Counselors are instrumental in the success of the Museum's Summer Discovery Camp programs by aiding Discovery Camp Head Counselors in ensuring a fun and safe summer for all campers. This position requires a friendly and positive individual who is energized by working with children ages 3 – 12. The ability to be adaptable, proactive, and problem-solve is also key. To maintain a safe environment, the Discovery Camp Assistant Counselors will understand and adhere to the Department of Health Children's Camp and COVID-19 related guidelines at all times.

This is a seasonal, temporary position that will end no later than the first Saturday of September. Candidates must be available to attend mandatory training in the fourth week of June and will be regularly scheduled up to 37.5 hours per week for the 10 weeks of summer camp. Preference will be given to candidates that are available all 10 weeks of camp however, special consideration may be made for students who may not be available the last week or two of camp due to school resuming. This season's camp dates can be found on the Museum's website at <http://www.sciencebuff.org/programs/discovery-camps/>.

Essential Functions

- Assist the Head Camp Counselor and Facilitators of Learning with supervision of campers, setting up activities, and facilitating where necessary.
- 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 other 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 considerations 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 Public Programs Coordinator in a positive and efficient manner.
- Provide constructive feedback to campers and work one-one-one with campers to adhere to rules as necessary.
- Prepare and distribute snacks to campers.
- Model appropriate behavior to campers by following BSNS and Department of Health camp guidelines.

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 3-12 years of age required. Experience working with children 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

- Communicate effectively in small and large groups.
- Move frequently within the Museum and around outdoor areas adjacent to the Museum.
- Lift and transport program materials up to 20 pounds with the assistance of a wheeled cart.
- Operate sanitation tools using proper techniques (training provided).

Culture and Values

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

Equal Opportunity Employer

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

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