

## 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:** 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 Head Counselors provide the primary oversight of campers enrolled in the Museum's Summer Discovery Camp programs. Head Counselors will work collaboratively with the Public Programs Coordinator, Facilitators of Learning, and Assistant Counselor to provide memorable and engaging experiences to 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 Head 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**

- Serve as the main caretaker of their assigned Discovery Campers.
- Be aware of allergies, medical conditions, and special considerations of each Camper (i.e., food and environmental allergies, asthma, ADD) and always keeping those Campers' needs in mind.
- Set the tone and pace, including basic rules by being a role model to Assistant Counselors and campers.
- Introduce and enforce all rules for expected behavior.
- Ensure group follows daily schedule to ensure smooth operation of entire Discovery Camp program.
- Facilitate classroom activities and projects as prepared by BSNS staff.
- Provide direct supervision for indoor and outdoor activities.
- Serve as the primary point person on safety concerns and activity coordination for their designated camp group.
- Provide constructive feedback to campers and work one-on-one with campers to adhere to rules as necessary.
- Communicate concerns to the Public Programs Coordinator, Public Programs and Community Partnerships Manager, and/or camper parents/guardians when appropriate.
- Mediate relations between campers.
- Work with the Director of Museum Programs and Experiences and Facilitators of Learning to provide supervision and leadership to the Assistant Camp Counselors.

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

- Minimum 18 years of age.
- Experience working in a camp, educational setting, or supervising large groups of children required and experience as a special education teacher or aide, a plus.
- Desire to work with children 3-12 years of age required.
- Strong classroom/group management skills, 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

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