

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

Buffalo Museum of Science

Seasonal Discovery Camp Assistant Director

Department: Programs and Experiences

Position Title: Seasonal Discovery Camp Assistant Director

Reports to: Facilitator of Learning/ Camp Coordinator/ Camp Director

Status: Part-time /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:

The Assistant Camp Director's role is to support the Facilitator of Learning/ Camp Coordinator/ Camp Director in overseeing the Museum's Discovery Camp programs including program implementation, managing seasonal staff, coordinating camp schedules, and ensuring the safe operation of camp programs and activities in accordance with Department of Health policies.

The Assistant Camp Director provides support for Museum Discovery seasonal staff and campers enrolled in the Museum's Summer Discovery Camp programs. The Assistant Camp Director will work collaboratively with the Camp Director, Facilitators of Learning, and other counselors to provide memorable and engaging experiences and a safe and fun summer for all campers. This position requires a friendly and positive individual who is energized by supporting a team of eight counselors and enjoys working with children ages 3 – 10. The ability to be adaptable, proactive, and problem-solve is also key. To maintain a safe environment, the Discovery Camp Assistant Director will understand and adhere to the Department of Health Children's Camp and other camp guidelines at all times.

This is a seasonal, temporary position that will end no later than Friday, August 30, 2024. Candidates must be available to attend mandatory training in June and will be regularly scheduled up to 37.5 hours per week for the 9 weeks of summer camp. Preference will be given to candidates that are available for all 9 weeks of camp. This season's camp dates can be found on the Museum's website at sciencebuff.org/programs/discovery-camps/.

Essential Functions:

Under the direction of the Facilitator of Learning/ Camp Coordinator/ Camp Director, coordinate aspects required to guarantee success of BMS Discovery Camp programs- including but not limited to:

- Assist in developing camp themes, activity plans, and schedules with fellow members of the Learning and Interpretation team.
- Assist in completing the annual application, inspections, and reports for the BMS' Department of Health Camp Permit.
- Assist in the training, scheduling, and management of seasonal camp staff.
- Assist the Camp Director and Camp Health Director to ensure that the camp's medical procedures and responsibilities are consistently followed.
- Maintain security of camper health and personal information.
- Communicate with camp staff any allergies, medical conditions, and specific notes on each Camper from the parents (i.e., food and environmental allergies, asthma, special needs).
- Assist in supervising day to day Discovery Camp functions to maintain a safe and fun environment for all campers by following all Buffalo Society of Natural Sciences policies and procedures, as well as standards set forth by the New York State Health Code and Erie County Department of Health.
- Facilitate 45-minute hands-on STEM activities for campers as needed.
- Serve as a substitute Discovery Camp Counselor in the event of illness or scheduling conflicts.

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience and Skills Required:

- High School diploma or equivalent required.
- Working toward a degree in a science or education related field preferred.
- Excellent communication skills with coworkers and clients, including written and over the phone.
- Experience training, teaching, and evaluating the work of personnel a plus.
- Experience facilitating interactive programs / workshops for students and teachers a plus.
- Possesses leadership qualities that encourage cooperation and teamwork.
- Has a passion for lifelong learning and a natural sense of curiosity.

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 Public Programs Coordinator 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 Public Programs Coordinator 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.

The salary for this position is \$18.50 per hour

**To apply, please send cover letter and resume via email to careers@sciencebuff.org
Please include "BMS Camp Assistant Director" in the email subject line.**