

## **BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION**

### **Buffalo Museum of Science**

#### **Seasonal Discovery Camp Counselor**

**Department:** Programs and Experiences

**Position Title:** Seasonal Discovery Camp Counselor

**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 of Position:**

The Museum Discovery Camp Counselors provide oversight of campers enrolled in the Museum's Summer Discovery Camp programs. Counselors will work collaboratively with the Camp Director, Assistant 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 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 Counselors 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/](http://sciencebuff.org/programs/discovery-camps/).

#### **Essential Functions**

- Serve as the main caretaker of their assigned Discovery Campers, including supervision of campers, setting up activities, preparing and distributing camp snacks, and facilitating where necessary.
- Help campers complete daily activities and projects by working individually and in small groups 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.
- Maintain an awareness of allergies, medical conditions, and special considerations of each camper (i.e., food and environmental allergies, asthma, ADHD) and always keeping those campers' needs in mind.
- Mediate relations between campers and resolve minor issues.
- Serve as a point person on safety concerns and activity coordination for their camp group.
- Bring any major problems, including camper conflict and safety issues, to the immediate attention of fellow counselors, Facilitators of Learning, and/or the Camp Director.
- Introduce and enforce all rules for expected behavior.
- Ensure group follows a daily schedule to ensure smooth operation of the entire Discovery Camp program.
- Facilitate classroom activities and projects as prepared by BSNS staff.
- Provide direct supervision for indoor and outdoor activities.
- Provide constructive feedback to campers and work one-on-one with campers to adhere to rules as necessary, including mediating relations between campers.
- Communicate concerns to the Camp Director, Assistant Camp Director and/or Facilitators of Learning, and work with them to speak to parents/guardians when appropriate.
- Model appropriate behavior to campers by following BSNS and Department of Health camp guidelines.

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

- High School diploma or equivalent required.
- Working toward a degree in a science or education related field preferred.
- Experience working in a day-camp, educational setting, or supervising large groups of children required. Experience as a special education teacher or aide, a plus.
- Desire to work with children between ages 3-10 years required. Counselors will be assigned to campers in grade levels Pre-K to Grade 5 (ages 3-4), K-1, 2-3, and 4-5.
- 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.
- Have good character, integrity, adaptability, and be a creative problem solver.

### **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 Discovery Camp Counselor 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 Discovery Camp Counselor 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 \$16.00 per hour

**To apply, please send cover letter and resume via email to [careers@sciencebuff.org](mailto:careers@sciencebuff.org)  
Please include "BMS Camp Counselor" in the email subject line.**