



**Job Title: Camp Coordinator
(Kaleideum North & Kaleideum Downtown)**

Reports To: Manager of Camps

**Details: June 3, June 10 - August 23 (off July 1 - 5),
Monday-Friday, 9:45 am to 5:45 pm; no benefits**

\$10.00/hour for 37.5 hours/week

Background:

Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. Currently, the Museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. Kaleideum is expecting to move into a single location, located in downtown Winston-Salem, in the fall of 2021. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

Position Summary:

This position is responsible for managing the summer camp programs for ages 3 years old-rising 6th grade at Kaleideum. The Camp Coordinator oversees the daily operation of half day and full day camps for 10 weeks total. Responsibilities include interacting with campers and families; creating curriculum; purchasing supplies; leading demonstrations, experiences, games, and activities; monitoring children; setting up/cleaning up camp spaces and supplies; covering after-care; and monitoring daily check out procedures. The Camp Coordinator works under the direction of the Manager of Camps in a professional manner to promote an exceptional Museum experience.

Primary Duties and Responsibilities:

- Serve as a point of contact and resource for Lead Educators and Assistant Educators working with summer camps at Kaleideum North and Kaleideum Downtown.
- Assist with the implementation of camp experiences campers ages 3-4, rising K-2nd, and rising 3rd-6th.
- Practice and enforce safety and emergency policies and procedures. In addition to maintaining a clean and safe environment for program participants and instructional staff in all Kaleideum classrooms, labs and storage areas in cooperation with other team members.
- Build relationships with enrolled campers and families by addressing concerns and pursuing appropriate actions or assistance as necessary.
- Manage after-care and daily out procedures.
- Ensure highest level of customer service is practiced at all times with campers and caregivers.
- Assist volunteers in their duties as they pertain to working with campers.
- Create weekly rosters and camp itineraries.
- Act as Lead or Assistant Educator in camps as needed.
- Other duties as assigned by the Manager of Camps and the Director of Learning & Engagement.

Knowledge, Skills, Ability:

- Commitment to and passion for the mission, vision, and values of Kaleideum.
- A personal commitment to fostering a multicultural, diverse organization.
- Team player with the ability to collaborate in a dynamic, ever-changing environment.
- Ability to create a safe environment for audience and staff.
- Ability to communicate with the public including campers, Museum guests, educators, parents/caregivers, and donors, in a courteous and professional manner.
- Reliable and conscientious.
- Skilled in problem solving and conflict resolution.
- Ability to facilitate camp experiences: STEM, maker, arts, drama, music, dance, and games with children.
- Communicate effectively with all Museum departments.
- Confidentiality, professionalism, patience, and flexibility.

- Ability to manage paid staff and youth volunteers.
- Experience in STEM, architecture, puppetry, textiles, visual arts, acting, or filmmaking a plus.
- Ability to speak Spanish a plus.
- Must be available to work Monday – Friday, from June 10 to August 23 (off July 1 – 5). All Staff Training on Monday, June 3 (10 am – 4 pm) also required.

Qualifications:

Minimum Education/Experience:

- College degree or some college course work in an appropriate field such as education or STEAM-related field. High school degree/GED required. Completed bachelors preferred but will accept a combination of education and experience if it is closely related to job skills needed for the position.
- 1 or more years' experience in an educational setting working with children; previous experience in a museum or non-profit environment a plus.
- Previous camp counselor experience preferred.
- Ability to obtain First Aid and CPR certification.
- Willingness to work with children with special needs. (Ex: visual impairments, diabetes, allergies, autism, etc.)
- Experience managing staff preferred.

Essential Physical Functions:

- On any given day, Museum staff may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, and reaching.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit a museum application and resume to Lindsay Douglas, Manager of Camps, ldouglas@kaleideum.org