



Summer Camp Activity Leader

Reports to: Education Coordinator

Close date: May 15, 2023

PRIMARY PURPOSE

Gilbert House Children's Museum provides educational programs to children as part of our endeavor to encourage children to learn and grow through play. This position augments our seven-week summer camp program by providing engaging outdoor activities for elementary-aged campers.

KEY JOB ELEMENTS

The Gilbert House Children's Museum's summer camp program features seven weeks of Monday-Friday day camps. The Activity Leader is a 25 hours/week position. The Activity Leader will be responsible for selecting and facilitating a 45-minute outdoor activity for four sessions of 7-8 elementary aged campers. Potential activities include crafts, scavenger hunts, STEM challenges, silly games, etc. A selection of activities and resources will be provided. The Activity Leader will also facilitate camp's after-care sign-out process from 4:00-5:00 most camp days.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Select, facilitate, and clean-up a daily activity
- Sign out after-care campers to their parent/guardians
- Maintain a controlled, safe, and fun camp environment
- Monitor and work alongside volunteers
- Adhere to the camp schedule, concluding activities on-time
- Assume responsibility for the safety and well-being of elementary aged campers
- Assist with monitoring recess
- Lead walking field-trips to Salem Riverfront Park
- Remain flexible, being able and willing to improvise or modify activities to meet campers' needs, when necessary
- Occasionally substitute for a camp educator for a full-day for classrooms of 8-14 students
- Other assigned duties.

MINIMUM QUALIFICATIONS

- Must be 18 years or older
- Experience leading children ages 5-10 in school, camp, or an informal education environment
- This position is primarily outdoors; candidates must be able and willing to remain outdoors during warm summer days

This is a non-exempt, part-time, seasonal position and is not eligible for benefits. All candidates must pass a Criminal Background Check.

The person in this position will work from 12:00pm - 5pm, Monday-Friday, June 29 - August 18, 2023 (excluding July 4th) for a rate of \$18.00 per hour. To apply send cover letter, resume and three professional references to education@acgilbert.org or by US Mail to Education Coordinator, Gilbert House Children's Museum, 116 Marion St NE, Salem OR 97301