Camp-In Assistant

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Deliver and set up workshop materials for instructors.
- Assist campers and chaperones with check-in and gear storage.
- Deliver, set up, distribute, and clean up dinner.
- Monitor during museum exploration time.
- Monitor campers in Planetarium Show.
- Deliver, distribute, and clean up snack.
- Perform general clean up after program ends.
- Assist in putting campers to bed.
- Assist in camper departure.
- This position is ☒ non-exempt, paid ☒ hourly ☐ exempt, paid ☐ salaried ☐ day rate
- This position is ☐ regular full-time ☒ regular part-time ☒ special project ☐ on-call, scheduled for 30 hours/week.

**Working Conditions:**

- This position works a 20-hour shift per Camp-In, involving being on-duty from arrival of campers, through overnight supervision, ending with dismissal of program and clean-up. While number of hours worked per Camp-In will remain constant, hours worked per week will vary depending on customer demand for programming. Ability to arrive to work at 3:00 pm on day of scheduled Camp-In.
- Physical Demands: ___ % Sitting 80 % Standing 20 % Lifting/Carrying/Pushing/Pulling 10-50 Pounds
- Vision requirements include distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed on a given point), and ability to adjust focus (ability to adjust the eyes to bring an object into sharp focus).
- Work environment includes wet or humid conditions (non-weather), outdoor weather conditions, and risk of electric shock.
- Noise level is loud (examples: metal can manufacturing department, large earth-moving equipment).

**SECONDARY FUNCTIONS:**

- Assist Lead with overnight emergencies, as necessary.
- Assist Camp-In Lead when necessary.
- Assist Instructors when necessary.
- Assume other tasks and responsibility as assigned by the Director of Museum Education.

**KNOWLEDGE/SKILLS/ABILITIES:**

**BASIC REQUIREMENTS:**

- Working knowledge of (and demonstrated enthusiasm for) either educational or scientific or disciplines.
- Ability to follow basic instructions.
- Good customer service skills.
- Basic communication skills, both written and oral.
- Understanding of confidentiality and protocol.
**EDUCATION & WORK EXPERIENCE:**

**BASIC REQUIREMENTS:**
- Working knowledge, and enthusiasm, of informal science education.
- Minimum 6 months of experience delivering educational programming.
- Previous experience working with children.

**PREFERENCES:**
- High School diploma or equivalent combination of experience and education.
- Bilingual - Spanish/English.
- Experience working with volunteers.
- Previous Camp-In experience or similar experience working with large groups of children and adults.

**ADDITIONAL REQUIREMENTS/PREFERENCES; INCLUDING LICENSES AND CERTIFICATIONS:**

**BASIC REQUIREMENTS:**
- Valid driver’s license
- Current CPR and first aid certification required (training can be provided).
- Pre-employment and/or pre-duty checks, such as criminal background check, fingerprinting, and reference checks.

To apply for this opening and be considered, please read all of the information below and follow the application instructions carefully.

- Please complete an OMSI employment application.
- If you are interested in more than one position, you must submit a separate application for each position. All materials submitted become the property of OMSI and will not be returned.
- If you send an application without specifying an open position, it will not be considered and we will not retain it.
- If you send a resume without completing an application for an open position, it will not be considered and we will not retain it.
- You have the option to include a resume of your work experience and a cover letter with your completed application.
- You must also meet ALL the basic requirements listed on our job postings.

Pay: $8.80 - $10.00 per hour.
Position open until filled.