



## 2019 Summer Camp Lead Instructor Job Description

Kidzu's half day summer camp programs engage children 3-5 years old in a variety of week-long day camps that provide unique explorative opportunities and hands-on activities related to the camp theme (see our website for camp descriptions). Each camp is taught by a Lead Instructor, supported by an assistant, and youth volunteer(s). The Instructor is responsible for all aspects of the camp to ensure a fun, engaging and safe experience for camp participants.

**Position Classification:** Part-time, temporary (20 hours/week of camp 8:30 AM – 12:30 PM)  
additional hours available for planning prior to camp weeks

Position can be combined with other part-time positions

**Available weeks:** June 3-6, June 17-21, June 24-28, & July 22-26

**Reports to:** Manager of School and Family Programs

### **Ideal Candidate Will:**

- Be comfortable working in a fast-paced, informal learning environment
- Must have reliable transportation and a valid driver's license. Offer contingent upon successfully passing a background check.
- Ability to engage effectively with children and the adults who care for them and have prior experience as a lead facilitator, educator, or equivalent.
- Engaging and positive personality, exemplifying curiosity and infectious enthusiasm for learning through exploration and play.
- Awareness and sensitivity in interacting with diverse populations.

### **Essential Duties and Responsibilities:**

**Planning and Teaching:** The Camp Instructors function as classroom teachers, responsible for facilitating the curriculum/lesson plan and teaching within the camp, monitoring activities, and ensuring the young children participating in the camp are safe and successful.

- Lead Instructor will arrive 30 minutes prior to the start of camp to help with preparation for the day's activities.
- Lead Instructor will be ready to greet campers and caregivers as they arrive for the start of camp (9:00 AM). Answer parent questions at drop off.
- Lead a group welcome activity and explain the schedule of the day's activities.
- Follow the day's prepared lesson plan/learning outline.
- Engage assistant and youth volunteer and continue to communicate how you need them to assist.

- Lead Instructor should guide children making sure the exhibit space is used appropriately and safely. This includes Kidzu's Front Yard: Outdoor Learning Garden.
- Along with the School/Camp Programs Coordinator, the Lead Instructor make sure all children are signed out by approved parent/guardian.
- At the end of the camp day, the Lead Instructor and assistant makes sure the classroom is cleaned up, supplies are organized or discarded and prepped for the next day of camp.
- The Lead Instructor will report any challenges, concerns, etc. to the Program Manager and/or Coordinator.
- The Lead Instructor performs other duties needed as part of the Kidzu team.

### **Promote a Safe and Clean Museum Environment:**

Providing a safe environment for all visitors is a key part of Kidzu's mission as a museum. Kidzu defines a safe environment as; a space that is inviting, clean, accessible, age appropriate, and minimizes potential harm.

- Share museum rules with camp participants before free-play within the museum
- Supervise campers at all times, including during free-play within the museum.
- Follow museum procedures regarding first aid and emergency situations.
- Attend Orientation Date Scheduled for May 21<sup>st</sup> 4:30 – 7:30 PM
- Ensure that program room/classroom is clean and ready for visitors after the end of camp each day.

### **1) General Job-Related Expectations**

- **Professionalism-** All Camp Instructors must display a positive and professional attitude, and courteously deal with other staff and the general public. The Instructor must take the needs of campers and parents seriously and to contact the Program Manager and/or Director of Education if there is an immediate concern that needs further assistance.
- **Responsibility-** Instructors enjoy teaching, and their enthusiasm is demonstrated in creating a positive, supportive learning environment, recognizing each child's strengths and contributions to the group. The Instructor is organized and well-prepared for each day's lesson plan. He/She will be able to gauge when additional activities are needed if time is running long, and have ways to engage children making each camp day robust and fun.
- **Reliability-** The Camp Instructor must be punctual and reports in as scheduled. If there is an emergency, the Instructor **MUST** notify the Program Manager immediately so Kidzu can make other arrangements for camp instruction on that day. All lesson plans must be written in approved format, so in the event of an emergency a substitute instructor can seamlessly pick up the curriculum and have a successful day.
- **Initiative-** All Camp Instructors are self-directed, efficient, and resourceful. Instructors are encouraged to offer suggestions of ways to improve the summer camp experience or the museum visitor experience in general.