



Position: Summer Camp Assistant
Status: Seasonal volunteer position
Reports to: Education and Programs Manager, with some direction from Summer Camp Leads
Schedule: 25 hours over 5 days/week, on Mondays – Friday, June – August (with some options for winter/spring camps)
Location: In-person at Seattle Children’s Museum
Pay: Unpaid position, but certification of volunteer hours available

POSITION SUMMARY

The **Summer Camp Assistant** helps facilitate excellent, welcoming, and engaging experiences for a weekly cohort of youth campers during summer programming. They enthusiastically support daily operations of seasonal camp programs, especially through assisting and facilitating fun, enriching, and safe play-based learning experiences with a weekly cohort of campers. They are the support position for the Summer Camp Lead, and together are the primary positions responsible for implementing a particular camp, which includes coordinating logistics with other SCM staff, maintaining program schedules, managing a classroom of young campers, and communicating necessary information with parents.

This position represents a seasonal volunteer position that will work half-day summer camps in a hybrid role with SCM’s Education and Visitor Experience staffs.

SCM seeks an engaging individual who is comfortable and confident leading play-based educational activities (provided) for groups of youth 3-6 years old – a rewarding opportunity to contribute to the personal and social development of young campers. They will be a collaborative and respectful team member with excellent communication and interpersonal skills who can also quickly adapt in a dynamic, changing environment. They are inspired by the mission and goals of the Seattle Children’s Museum and are excited about making Seattle a better place for kids and families. We dream big and are committed to doing impactful work – this position will bring our mission and values to life with our visitors on a daily basis.

Duties & Responsibilities:

- Assist and monitor campers during scheduled camp activities: Assist preparation and facilitation of provided play-based learning activities, games, and crafting projects for groups of children to create engaging, educational, and age-appropriate experiences for campers.
- Maintain a safe environment for child campers: Monitor camper activities to ensure they follow safety guidelines provide leadership during emergency responses; and implement

solutions on the fly to address injuries, incidents, emergencies, and complaints.

- Provide guidance and support for campers and colleagues and promote positive behavior of campers.
- Assist with set-up and clean-up of camp areas, as well as with check-in and check-out procedures to maintaining accurate attendance records.
- Collaborate with other staff members and volunteers to ensure the smooth operation of the camp and problem solve for any challenges that arise.
- Support campers follow camp policies and rules, as well as taking appropriate action for any incidents that occur.
- Provide exceptional customer service to all visitors, colleagues, and collaborators.
- Participate in volunteer training sessions that grow knowledge and skills related to the Museum, camp policies, play-based learning techniques, program procedures, and emergency protocols.

Physical Working Conditions:

- Frequent: Walk, stand, read, speak loudly, hear customers and use a radio in noisy conditions, look at a computer screen, wear a face mask (in alignment with current Museum COVID protocol)
- Often: Bend over, reach for/grab props, organize, type on keyboard
- Occasional: Kneel, sit, lift 20-30 pounds

Required Qualifications:

- Entering grades 11 or 12 in Fall 2023
- Passionate about working with children and supporting their growth and development
- Customer- or visitor-oriented attitude, especially as the first-point of contact and face of the Museum for visitors
- Strong communications and interpersonal skills, with the ability to interact positively with campers, parents, and other staff members
- Strong and creative problem-solving skills
- Experience working collaboratively and respectfully in a team
- Ability to lead activities and programs with groups children
- Ability to adapt within a dynamic work environment, including times with loud noise levels and large crowds
- Comfort doing basic sanitizing/cleaning during the course of Museum operations (children are messy!), including occasional spills, accidents, and bodily fluids
- Ability to provide positive customer service
- Enthusiasm for learning and openness to feedback

Desired Qualifications:

- Experience leading, entertaining, and engaging with groups of children (eight years old or younger) independently, especially proactively initiating play-based learning experiences
- Experience leading summer camps or classes for children
- Work in environments that primarily welcome and engage children aged birth to eight years old, as well as their families, caregivers, and/or educators
- Leadership experience

- Basic knowledge of child safety and first aid
- Experience addressing injuries, incidents, emergencies, and complaints
- Multilingual, especially Spanish, Chinese/Mandarin, Vietnamese, or ASL

Benefits:

This position's benefits include:

- Volunteer discounts on Museum offerings and in Museum Shop

TO APPLY

Submit both a letter of interest (2-page max) **and resume** (or summary of related experience), via email, to: jobs@seattlechildrensmuseum.org

- In your letter, let us know how you and your experience can help the Seattle Children's Museum meet our goals, especially for our Summer Camp program. Letters can be directed to the Education & Programs Manager.
- Candidates selected for interviews will be asked to participate in an interview (in-person or virtual) and will be asked to provide three references.
- Selected candidates must complete a background check before beginning to volunteer.
- Hiring team will begin reviewing applications **June 5, 2023** and continue on a rolling basis until posting removed.

Commented [SA1]: Need to adjust to see if this is the date you want.

Seattle Children's Museum values inclusivity, equity, access, and respect in all that we do – as a staff, with collaborators, and with our visitors. SCM is proud to be an equal opportunity employer and we do not discriminate based on age, creed, disability, gender identity, marital status, national origin, race, religion, sex, sexual orientation, veteran or military status, or any other protected class. We are committed to building a welcoming and inclusive workplace, and are actively building a team of passionate people with diverse backgrounds, identities, and perspectives. Applicants with diverse experiences are especially encouraged to apply.

*Our position descriptions include a general overview of qualifications, not a mandatory or comprehensive list. Data shows that women, BIPOC, and underrepresented candidates more frequently do not apply to a position because they don't feel that they meet all of the qualifications listed. **If you meet some of the requirements, believe in our mission, and share our values, we encourage you to apply.***

ABOUT US

The Seattle Children's Museum is a mission-driven institution with a forty-year history, making a fresh start and a building a dedicated team. We are located at Seattle Center, with 18,000 square feet of exhibit and program space. Working collaboratively, this energized museum staff develops programs and procedures for the practical implementation of the Museum's core values, mission, and purpose. Together we welcome all visitors, create high quality exhibits and programs that foster play-based learning, and grow the museum's reach, producing lasting impacts for the region's children and families.

Guiding Principles:

- **Our mission** is to engage children, and the people who care for them, in playful, creative, hands-on exploration and discovery.

- **Our purpose** is to encourage kids and adults to embrace active, lifelong learning. We create and maintain museum spaces, events and programs that are inclusive, equitable, engaging, playful, and fun for ALL of our region's kids and families.
- **We envision** a region where children, families, students, and educators have a wide network of facilities to support them in learning, engagement, play, and quality time together. We will do our part to be part of that network.
- In all things, the Children's Museum staff, board and volunteers **will value**:
 - Joyful Learning for All
 - Respect for All
 - Inclusivity, Equity, and Engagement for All
 - Community Building for All
 - Sustainability at All Scales
 - Curiosity at All Levels
- **Our goals**:
 - Set the stage for young children to build competency through engagement, interactions, physical challenges, and hands-on experiences
 - Renew a deep commitment to fostering literacy, art, language, numeracy, civics, and communication skills for kids from birth to 10 years old
 - Connect to Seattle's varied and diverse neighborhoods
 - Create and renew exhibits that have justice, equity, inclusion, diversity, visibility, access, and anti-racism principles built-in
 - Build relationships with the early learning community in and around the region

