

Seasonal Camp Assistant Educator

Terry Lee Wells Nevada Discovery Museum (The Discovery)

Position Summary

The Seasonal Camp Assistant Educator helps to keep each day fluid and on track through helping to manage supplies, set-up, clean-up, and prep of activities. The Camp Assistant Educator also help teach activities as directed by their lead teacher, attend walking field trips as an extra chaperone and assist in the advance preparation of activities. Assistant Educators assist in after care for campers where they oversee games, crafts and other fun activities.

Essential Functions

- Facilitate a portion of camp activities.
- Assist with the student check in and check out process.
- Develop materials as needed.
- Take over the role of Lead Educator in the event of an excused absence.
- Aid in set-up, clean-up and prep of daily activities.
- Supervise campers in after care.
- Supervise walking field trips.
- Reorganize camp materials for the upcoming camp weeks.
- Assist with logistical items and other duties as assigned by Program Specialist.

Education & Experience Required

- A minimum of two years of experience teaching in summer camps, informal or formal classroom setting.
- Knowledge of current trends in education including project-based and inquiry-based learning.
- Pursuing a Bachelor's degree in science, education, engineering, or art.
- Must be CPR certified.

Skills Necessary

- Excellent behavior management.
- Experience integrating technology into learning experiences for children.
- Experience with basic video editing, Skype, YouTube, and various other educational technology.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Flexibility and a good sense of humor.
- Bilingual preferred.

Work Characteristics

- Excellent verbal communication skills.
- Ability to work in a team.
- Ability to work enthusiastically, respectfully, and professionally with elementary aged students, their parents and other museum staff.
- A passion for helping people discover and explore science, art, math, and Nevada history.
- Ability to commit to training before camp begins.
- Ability to commit to work from 9:15am-5:45pm.

How to Apply

Please e-mail resume, cover letter and three references to jobs@nvdnm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.