

Camp Manager

Terry Lee Wells Nevada Discovery Museum (The Discovery)

Position Summary

We are looking for a new Camp Manager who will expand our camp program beyond The Discovery's campus to increase our educational impact throughout the region. Reporting directly to the Senior VP of Education and Exhibits, the Camp Manager oversees camp program planning and logistics, as well as supervising and training staff that facilitate these programs. The Camp Manager assists in the development of interdisciplinary, exhibit-based curricula for a variety of programs, including, but not limited to, camps, educational outreach experiences and museum wide programming. In addition, the Camp Manager works closely with the education team to deliver educational outreach experiences. The Camp Manager is a team member in building community relationships, developing and maintaining program materials, working on the exhibit floor, providing excellent customer service, and conducting ongoing research and development to maintain exciting and innovative programs. The Camp Manager is expected to support the museum's vision and share the values of excellence, collaboration, innovation, respect, commitment, accountability, and ownership.

Essential Functions

- Manage camp experiences here at The Discovery and at other extended locations.
- Oversee Camp logistics, staffing, security and safety measures of the program.
- Create and analyze evaluation measures for individual programs.
- Develop creative, dynamic, and experiential curriculum for educational programs.
- Directly supervise, train and schedule camp interns, volunteers, and camp staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Manage educational outreach logistics when applicable.
- Develop curriculum/programming for special events and outreach programs.
- Create, purchase, and organize supplies for educational programs.
- Other duties as assigned by the Senior VP of Education and Exhibits.

Education & Experience Required

- Bachelor's degree in science or education and 3 to 5 years of experience in museum, art, or science education or equivalent experience.
- Experience integrating technology into learning experiences for children and adults.
- Experience with research, development, implementation, and oversight of education or community programs for young audiences.
- Experience with conflict resolution techniques for adults and children.

Skills Necessary

- Creative problem-solver
- Excellent verbal and written communication skills.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Compassionate leader able to effectively lead a team of staff, both paid and volunteers.
- Knowledge of current theories and trends in education and experience implementing national educational standards in programs.
- Ability to work independently and as part of a team.
- Experience with Microsoft Office and a desire to learn new technology as needed.

- Bilingual English/Spanish is preferable.

Work Characteristics

- Ability to provide excellent customer service to visitors of all ages.
- Ability to work some weekends, holidays, and evenings.
- Flexibility to adapt to shifting priorities.

Working Conditions

General office environment. Work is sedentary in nature, but may require standing or walking for up to 20% of the time. Work is generally performed within an office environment, with standard office equipment available.

How to Apply

Please e-mail cover letter, resume, 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.