



Position: Camp Discovery Coordinator
Reports to: Senior Director of Education
Status: Full-time
Schedule: Variable schedule—must be available during WCSD school breaks
Compensation: Starting at \$45,000 annually

Objective: The Camp Discovery Coordinator is a vital member of the museum’s Education team, planning, implementing, and participating in all camps programming. The Camp Discovery Coordinator manages, hires, leads trainings, and supervises the Lead and Assistant Camp Discovery Instructors. The Camps Coordinator creates and revises STEAM-based curriculum, implements a high-quality camp atmosphere, and creates and cultivates strong partnerships throughout the school district and partnerships with other organizations and Camp Discovery.

Requirements: An ideal candidate for this position is a mature, responsible, dependable, calm individual who enjoys working in a fast-paced environment; is a people-oriented and satisfaction driven person; can handle multiple tasks simultaneously; and possesses a flexible schedule. Must have excellent managerial and supervisory skills, as well as superior written and verbal communication, and budgeting skills. Superb customer service and interpersonal skills and experience with conflict resolution techniques are necessary. Must have a passion for helping people discover and explore science, technology, art, and math.

The Camps Coordinator oversees Camp Discovery operations, including: staff breaks, staff schedules, schedule deficiencies, and generally ensures Camp procedures and programs are carried out in an efficient, high quality, seamless manner. This position will work closely with the Senior Director of Education throughout the year in the development of Camps programming and curriculum and will assist in recruitment, retention, training, administration, evaluation, and development of Camps educators. In addition, the Coordinator administers Camp Discovery’s youth volunteer and intern programs in conjunction with the Chief Operating Officer.

Ability to work enthusiastically, respectfully, and professionally with a wide variety of diverse audiences is necessary. Dynamic presentation skills and maintenance of a safe lab classroom environment are also required.

Must be able to lift, scoot, push and pull 50 pounds, with or without reasonable accommodation alone and up to 100 pounds in tandem.

- Bachelor’s Degree in science, education, or museum studies required.
- First Aid and CPR Certification required.
- 1-year minimum experience managing people
- Spanish/English bilingual skills strongly preferred.
- Clean driving record required
- 1-2 years working in a museum or classroom science setting
- Pre-employment background check and drug screening are required.

Environment: Work requires walking, standing, and sitting for long periods of time. Computer work, database management, and research will be completed in an office setting. Driving short distances is included in the job responsibilities.

Job functions: The duties and functions of this position include, but are not limited to:

- Supervise the logistics and administration of Camps programs, including but not limited to; development of STEAM curriculum for grades K-8
- Assist in design of dynamic STEAM program curriculum and materials with defined educational goals, audiences, and topics.
- Be comfortable using tools in a safe and constructive manner as well as teaching those skills to other instructors and campers.
- Implements evaluation measures for individual programs.
- Track annual budgets for Camps programs.
- Comprehensive understanding of Campsite, the museum's Camp software systems. Able to run track registration and run necessary sales and attendance reports.
- Maintain current and accurate financial records, including reconciliation of receipts associated with assigned credit cards.
- Facilitate mutually beneficial collaborations and partnerships with other organizations throughout the region.
- Assures cleanup of Camp program spaces to ensure quality presentation and cleanliness for other museum programs (including birthday parties, special events, rentals)
- Responds to First Aid emergencies and creates incident reports as necessary. Communicates safety issues to COO, Museum Manager, and Exhibits Fabricator as necessary.
- Directly supervise, train and schedule camp interns, volunteers, teen volunteers, and 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.
- Coordinates off-site Camp programs and locations.
- Provides content for program marketing materials and web.
- Purchases, maintains, and organizes supplies for camps programs.
- Some travel to off-site Camp locations throughout Reno/Sparks.
- Other duties assigned by the Senior Director of Education.

How to Apply

Please e-mail resume, cover letter and three references to jobs@nvdm.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.

Revised: 4/16/2024