



**POSITION TITLE:** Summer Fun PM Counselor

**REPORTS TO:** Public Programs Coordinator, Director of Programs

**EXEMPT OR NON-EXEMPT:** Non-Exempt

**POSITION TYPE:** Part-time, Special **POSITION**

**OVERVIEW:**

The Summer Fun PM Counselor supervises CSC campers during afternoon activities. Campers are onsite from 11:45 AM until 5:30 PM and shifts can range from 11:30 AM until 5:45 PM though end time will vary at the discretion of the Public Programs Coordinator. Counselors are responsible for planning and implementing daily activities, supervising children during self-explore time, transporting campers to and from field trips, and engaging campers in CSC's facilities.

**ESSENTIAL JOB FUNCTIONS:**

- Work with Public Programs Coordinator and CSC staff to ensure quality experiences for campers, utilizing good childcare methods and public relations skills.
- Maintain supervision of assigned campers, keeping them safe and engaged.
- Lead activities at CSC - in Summer Fun classrooms, exhibit areas, and outdoor spaces – and on field trips.
- Work with PM Counselor staff to develop and instruct afternoon activities as necessary.
- Supervise CSC teen volunteers while they are assisting with Summer Fun PM activities.
- Represent CSC in a positive and professional manner.
- Maintain camp materials in a neat and organized fashion.
- Offer suggestions and assist with making improvements in Summer Fun.
- Other duties as required.

**PHYSICAL REQUIREMENTS:**

Possess the following attributes and abilities to:

- Lift 40lbs to waist level;
- Lift up to 20lbs to shoulders and above head;
- Walk/stand for long periods of time;
- Maneuver safely on uneven surfaces or in tight spaces; Squat, bend, kneel, twist, and reach; Reach above the shoulders.

**COMPETENCIES & QUALIFICATIONS:**

- Must be 21 years old by May 31, 2023.
- Clean driving record.
- Experience working with children in informal and/or formal educational settings.
- Ability to speak and read basic English.
- Excellent customer service and communication skills with staff, other departments, participants and participants' parents.



- The flexibility to work at least seven weeks during the summer camp season, May 31 – August 26, 2023.
- Comfort with science topics and materials.
- Commitment to hands-on exploration.
- Ability to work with participants of all ages and backgrounds.
- Great time management skills and be ability to multitask.
- Efficient and well organized in daily activities.
- Commitment to and passion for the mission and values of Catawba Science Center.

**EDUCATIONAL REQUIREMENT:**

- High School diploma.

**NOTE:** All applicants must participate in a drug test and criminal background check as part of the pre-employment process for the Catawba Science Center.

**POTENTIAL START DATE:** May 28, 2026

Salary for FY 2025-2025 and 2025-2026 listed on Rate of Pay form will be \$11.00 to \$12.00 hourly, depending on educational background and experience. Benefits outlined in CSC's Personnel Policy.