POSITION TITLE: Summer Fun AM 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 AM Counselor supervises CSC campers during morning activities. Campers are onsite from 7:30 AM until 10:00 AM and shifts can range from 7:15 AM until 10:30 AM though start time may vary at the discretion of the Public Programs Coordinator. Counselors are responsible for planning and implementing daily activities, supervising children during self-explore time, 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.
- Work with AM Counselor staff to develop and instruct afternoon activities as necessary.
- Supervise CSC teen volunteers while they are assisting with Summer Fun AM 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 18 years old by June 1, 2020.
- 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, June 1 – August 21, 2020.
- 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: June 1, 2020

Salary for FY 2019-2020 and 2020-2021 listed on Rate of Pay form will be $9.00 to $10.00 hourly, depending on educational background and experience. Benefits outlined in CSC's Personnel Policy.