



3537 Zenith Ave S
 Minneapolis, MN
 55416-4623

PHONE 612.926.3878
 FAX 612.927.7265
 WEB thebakken.org

POSITION TITLE: Summer Camp Counselor

Department:	Education		
Classification:	<input type="checkbox"/> Exempt <input type="checkbox"/> Salaried	<input checked="" type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Hourly	Weekly Hours: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time
Compensation:	Up to 37.5 hours per week at \$12 to \$15 per hour based on experience.		
Reports To:	Youth Programs Coordinator		

POSITION OVERVIEW

The Summer Camp Counselor works with Bakken Museum staff to create a fun educational environment that encourages youth to develop confidence, creativity, and passion for science and innovation, by learning through making. Summer Camp Counselors are essential for daily operation of camp, the supervision and guidance of the campers, and the evaluation of camp. Summer Camp Counselors are expected to help create a fun and inquiry-based educational environment for all summer camp participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

90% Camp Delivery	<ul style="list-style-type: none"> ▪ Works with camp staff to prepare, implement, and evaluate The Bakken Museum’s summer camp program. ▪ Provides daily supervision of the summer campers indoors and outdoors. ▪ Maintains a safe environment for campers, staff, and volunteers. ▪ Collaborates with summer camp staff to assist and mentor campers and student volunteers. ▪ Assists campers in the troubleshooting and completion of their makerspace projects. ▪ Serves as a positive role model for campers and volunteers. ▪ Leads morning games, science based magic tricks, and creative problem-solving challenges elements of camp. ▪ Prepares materials, sets up camp activities, and ensures supplies and equipment are put away and cleaned up before leaving each day. ▪ Responds appropriately to safety and behavior issues, including assisting with completing incident reports. ▪ Performs other related duties as required.
10 % Training and Camp Prep	<ul style="list-style-type: none"> • Participate in the pre-camp training to learn about camp activities and procedures. • Learn the camp’s education strategies and best practices. • Prepare materials for use during camp.



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CORE COMPETENCIES

Commitment to Diversity

Eager to work effectively with other employees, partners, and participants without discrimination based on race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status, or socioeconomic status. Committed to opportunities to support cultural diversity in the workplace.

Commitment to Service

Responsive to the needs and requests of the museum's visitors, event guests, and organization partners. Extends courtesy, friendliness, and overall respect to others.

Interpersonal Communication and Teamwork

Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.

Initiative

Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.

Flexible

Adaptable and responsive to change. Able to respond to requests promptly.

POSITION REQUIREMENTS

- The Summer Camp Counselor should have experience supervising, teaching, and/or working with youth, preferably ages 7-14.
- Good mentoring, leadership, presentation, and communication skills.
- Interest in working in an innovative, hands-on science environment.
- Awareness and sensitivity in interacting with diverse populations.
- Basic computer skills desirable.
- Comfortable using basic workshop tools and electrical instruments in demonstrations and for student projects (no prior experience is necessary, training provided).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

1. Ability to lift equipment and supplies (up to 30 lbs) and carry up stairs.

TRAVEL

This is an in-person position and will require regular and reliable transportation to the museum.

HOW TO APPLY

Please send cover letter and resume to king@thebakken.org.

The above statements are intended to describe the general nature and level of work performed by the staff member assigned to this position. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.