



Position Title: Summer Camp Counselor

Department: Education	
Classification: <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> Salaried <input checked="" type="checkbox"/> Hourly	Weekly Hours: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time 20-37.5 hours/week
Reports To: Invention Program 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	
<p>CAMP DELIVERY</p> <ul style="list-style-type: none"> • Works with camp staff to prepare, implement, and evaluate The Bakken’s summer camp program. • Provides daily supervision of the summer campers indoors and outdoors. • Maintains a safe environment for campers, staff, and volunteers. • Collaborate with summer camp staff to assist and mentor campers and student volunteers. • Assists campers in the troubleshooting and completion of their inventions. • Serve as a positive role model for campers and volunteers. • Leads morning games, science based magic tricks, and creative problem solving challenges elements of camp. • Prepare materials, setup camp activities, and ensure supplies and equipment are put away and cleaned up before leaving each day. • Adheres to the policies, rules, regulations, and procedures of The Bakken. • Responds appropriately to safety and behavior issues, including assisting with completing incident reports. • Performs other related duties as required. 	<p>Weight Percentage</p> <p>85%</p>

<p>TRAINING AND PREP</p> <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 to be used during camp. 	<p>15%</p>
<p>CORE COMPETENCIES</p> <p>Commitment to Diversity Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.</p> <p>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.</p> <p>Interpersonal Communication and Teamwork Listens well and is open to others’ perspectives. Develops strong working relationships and values them as critical to effective work.</p> <p>Initiative Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.</p> <p>Flexible Adaptable and responsive to change. Able to respond to requests in a timely manner.</p>	

<p>POSITION REQUIREMENTS</p> <ul style="list-style-type: none"> • 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 experiments. (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 successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be able to lift equipment and supplies (up to 30 lbs.) and carry upstairs.

TRAVEL

Various -

Some counselors will work the offsite camps and will need to travel to Maple Grove, Arden Hills, Mounds View, Fridley and/or Eagan to run Bakken Museum camps outside of the museum. Access to reliable transportation not required, but strongly encouraged.

Some counselors will not require any additional travel.

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.