



**Job Title:** Curiosity Camps Assistant  
**Department:** Education  
**Direct Supervisor:** Camp Manager  
**FLSA Status:** Non-Exempt  
**Full-time/Part-time:** Part-time (seasonal)

### **SUMMARY**

As a Curiosity Camps Assistant, you are responsible for supporting the planning and implementation of themed, week-long summer camp sessions for children ages 3-15. Following the leadership of a Curiosity Camps Instructor, you are responsible for establishing best practices in classroom management and project facilitation, directly supporting campers, and actively contributing to your teaching team and the greater Curiosity Camps program.

### **RMSC CORE VALUES**

- Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Actively teach and help supervise campers. You may expect to lead the group for short periods of time throughout the camp day (e.g. Extended Care, free time, lunch, snack, transitions/downtime). You will use best practices in classroom management so that campers are safe, welcomed, and inspired to learn and explore.
- Support the implementation of educational programs and activities. You will facilitate hands-on learning experiences, referencing a given lesson plan and adapting based on campers' needs and interests. You will model participation, ask questions, prompt deep investigation, and provide materials and suggestions to extend learning.
- Understand, follow, and enforce all RMSC procedures and guidelines related to health, safety, and emergencies.
- Identify and respond to campers' minor medical/behavioral needs, reporting and referring to your Curiosity Camps Instructor and Camp Administration as necessary.
- Help keep accurate records regarding the following: attendance, medical/behavioral concerns, accidents/injuries, and program evaluations.
- Attend and participate in all Curiosity Camps meetings, training sessions, and workshops.
- Help maintain a clean, organized camp environment, communicating needs with your Curiosity Camps Instructor and Camp Administration in a timely, effective manner.
- Participate in off-season programming (e.g. February Break, April Break) and new events (e.g. Curiosity Campout).
- Complete other duties as assigned.

## **QUALIFICATIONS**

- Must have an outgoing personality, enjoy interacting with children, and possess a love for lifelong learning.
- Must have strong leadership and communication skills.
- Must be able to effectively correspond via email.
- Must host programs for extended periods of time (standing and sitting) and frequently move around the classroom and the RMSC campus.

## **PHYSICAL REQUIREMENTS**

- Must frequently move classroom supplies and equipment, weighing up to 25 lbs.

## **WORK ENVIRONMENT**

- New Curiosity Camps Assistants are required to submit at least 7 weeks of availability during the summer season (July 8 - August 30). During scheduled weeks, Assistants work varied eight-hour shifts, Monday through Friday, with an unpaid 30-minute lunch.
- Curiosity Camps take place in-person at the Rochester Museum & Science Center (657 East Avenue, Rochester, NY 14607).
- Training will take place in June before camp and continue throughout the summer. All staff, interns, and volunteers are expected to attend.
- Assistants will be provided with all lesson plans, supplies, and support needed to provide a positive experience for all campers.

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.

**Please submit all resumes by April 12, 2024 to [jcolangelo@rmsc.org](mailto:jcolangelo@rmsc.org)**

**Due to the high volume of resumes received, we are unable to return phone calls regarding status.**