



Rochester Museum & Science Center
Curiosity Camps 2024

Job Title: Curiosity Camps Instructor

Department: Education

Direct Supervisor/Manager's Title: Director of Education

FLSA Status: Non-Exempt

Full-time/Part-time: Part-time, seasonal

Pay range: \$17.00 - 18.15 per hour

I. Job Summary

As a Curiosity Camps Instructor, you are responsible for planning and implementing themed, week-long summer camp sessions for children ages 3-15. As your group's primary caregiver and the leader of your classroom's teaching team, you are responsible for establishing best practices in classroom management and project facilitation and providing delegation, guidance, and support for your team.

II. Duties:

- Actively teach and supervise campers for the duration of the camp day. Use best practices in classroom management so that campers are safe, welcomed, and inspired to learn and explore.
- Implement educational programs and activities. You will facilitate hands-on learning experiences, referencing a given lesson plan and adapting based on campers' needs and interests.
- Understand, follow, and enforce all RMSC procedures and guidelines related to health, safety, and emergencies.
- Identify and respond to campers' medical/behavioral needs, reporting and referring to Camp Administration as necessary.
- Keep accurate records regarding the following: attendance, medical/behavioral concerns, accidents/injuries, and program evaluations.
- Facilitate daily check-in and check-out, during which you will communicate and connect with campers and their families, answer questions, and gather paperwork, information, and medicine.
- Direct a teaching team, modeling best practices and providing leadership, support, and guidance. Serving as a mentor, you will set the tone for and create a welcoming, inclusive environment for all campers, families, and RMSC team members.
- Attend and participate in all Curiosity Camps meetings, training sessions, and workshops.
- Maintain a clean, organized camp environment, communicating needs with 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.

Additional Responsibilities: Dedicated returning Instructors are recognized for their expertise and tenure and are expected to fulfill additional roles as senior members of the Curiosity Camps team. In addition to the tasks detailed above, Instructors at Levels II and III can expect to be asked to take on additional responsibilities (examples listed below).

- Mentor an Education Intern.
- Develop and facilitate a training workshop.
- Write lesson plans during the summer and/or off-season.

III. Qualifications:

- Must have experience working in an educational setting (formal or informal) and facilitating programming with children between ages 3-15.
- 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 frequently move classroom supplies and equipment, weighing up to 25 lbs.
- Must host programs for extended periods of time (standing and sitting) and frequently move around the classroom and the RMSC campus.
- Experience developing, implementing, and evaluating hands-on, child-directed curriculum.
- Familiarity with a summer camp setting, museums and informal education, and the Rochester Museum & Science Center.
- CPR and first aid certification or a willingness to become certified.

IV. Work Conditions:

- New Curiosity Camps Instructors are required to submit at least 7 weeks of availability during the summer season (July 8 - August 30). During scheduled weeks, Instructors work from 8 AM - 4:30 PM, 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.
- Instructors will be provided with all lesson plans, supplies, and support needed to provide a positive experience for all campers and team members.