

## **DISCOVERY CAMP COORDINATOR**

**Full-time, 40 hours a week (hourly), \$16.00 an hour**

**Expected work schedule: Monday through Friday, 9:00 am – 5:00 pm, or as needed**

The Discovery Camp Coordinator at the Fort Collins Museum of Discovery (FCMoD) is responsible for the coordination of museum educational camps, including content development, scheduling, and implementation of Discovery Camp programs for K-12 youth. Camp experiences at FCMoD include summer camps and half-day, full-day, and multi-day youth camps throughout the school and calendar year. The Discovery Camp Coordinator develops and delivers a variety of camp experiences to meet annual program and revenue goals.

The ideal candidate will have excellent communication and customer service skills. In addition, the candidate must be comfortable performing back-of-house duties, such as logistical management of camp experiences. The candidate will be comfortable and confident speaking in front of an audience, with a highly-developed ability to establish rapport with many different age groups. Passion for education and discovery is essential. The candidate must be a self-starter with the ability to work independently, analyze situations, troubleshoot problems, and deliver appropriate solutions to potential challenges.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Reports to the Learning Experiences Manager
- Collaborates with leadership to develop and implement programs and activities that support the museum's organizational plan, strategy, and budget
- Coordinates development, scheduling, and implementation of a variety of educational camp programs for K-12 youth, such as summer camps, half-day and full-day camps, and multi-day camp experiences during the school year, including program development, supply purchasing, hiring contract assistants and instructors, and overseeing participant registrations
- Works with other museum departments to assist with camp program development, including digital media, music, live animals, and collections & archives
- Tracks budget and expenses related to camp program purchases (such as supplies and equipment), as well as other projects as assigned
- Researches scientific and historical concepts for new camp program development
- Collects visitor engagement data for camp programs -- through in-person and written methods -- for evaluative purpose
- Works with and trains staff, interns, and volunteers to ensure successful delivery of camp programs
- Assist other museum departments and/or perform other duties as necessary

- Willing to work over peak museum visitation times, including summer months, end-of-year holiday season and other identified busy times at the museum
- Must adhere to the policies, procedures, and standards of conduct set forth by FCMoD

#### Discovery Camp Coordination and Administration

- Implements application process for camp programs, including registrations, cancellations, scholarships, and releases
- Hires, trains and schedules temporary contract assistants & instructors, outside collaborators, interns, and volunteers
- Oversees the logistics of camp programs while in session
- Delivers pre-visit communication with camp program registrants by phone and email and responds to all camp-related inquiries
- Coordinates camp program evaluation process
- Communicates with parents & caregivers regarding inquiries about camp program applications and availability
- Purchases supplies needed for school and summer programs

#### **KNOWLEDGE, SKILLS, & ABILITIES**

- Enjoys interacting, educating, and engaging with youth
- Excellent customer service skills
- Ability to communicate effectively by phone, email, and in person
- Strong comfort level with managing logistics, timelines, and data
- Must have demonstrated professional demeanor and proven ability to work on complex projects both as a team leader and major contributor
- Ability to keep and maintain accurate records
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions.
- Ability to establish and maintain effective working relationships with co-workers.
- Willing to both learn and teach

#### **EDUCATION & EXPERIENCE**

Associate's degree or equivalent in education, liberal arts, or related area from an accredited college or university, plus a minimum of three years' experience in communications, customer service, or related area; or equivalent combination of education and experience. Prior experience working in a museum or other educational environment preferred.



FCMoD, Nonprofit Partner  
408 Mason Court  
Fort Collins, CO 80524  
970.221.6738  
[www.fcmod.org](http://www.fcmod.org)

### **LANGUAGE SKILLS**

Ability to effectively and concisely present information and respond to questions from the general public and co-workers. Ability to write reports, business correspondence, and procedural guidelines.

### **SUPERVISORY RESPONSIBILITIES**

This position has supervisory responsibilities of contract employees, volunteers, interns, and/or hourly student staff.

### **VALUES-BASED BEHAVIORS**

- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers
- Identifies and takes advantage of opportunities for personal/professional development
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner
- Honors the private and confidential matters of co-workers. Protects the proprietary and confidential information of FCMoD
- Follows rules, regulations, and policies. Positively contributes to implementing changes

### **PHYSICAL DEMANDS**

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and manipulate tools and materials, and reach with hands and arms. Employee must frequently lift and/or move up to 50 pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act (ADA).

### **CERTIFICATES, LICENSES, & REGISTRATIONS**

A valid state-issued driver's license is required.

### **APPLICATION PROCESS**

Submit electronic cover letter, resume, and three professional references to: Sierra Tamkun, [stamkun@fcmod.org](mailto:stamkun@fcmod.org). Applications will be reviewed and selected candidates will be interviewed. Additional analysis may be conducted. Hiring is conditional upon a successful background check; additionally, a drug screening may be required.



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**FOR OFFICE USE UPON HIRE**

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required periodically by my supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date