



Nonprofit Partner
408 Mason Court
Fort Collins, CO 80524
970.416.6738
www.fcmod.org

ISTAR Camp Mentor

Classification: Full-time, Temporary, Hourly, Non-Exempt

Anticipated Hiring Rate: \$17 per hour (paid biweekly)

Availability needed: 8 AM – 4 PM

Other Information: Regularly scheduled to work Monday through Friday 8 AM – 4 PM during camp weeks (June 16 – 20, June 23 – 27), plus, training and camp preparation from May 19 – May 30.

Overview

Fort Collins Museum of Discovery (FCMoD) is seeking enthusiastic mentors to lead 2 week Native American and Indigenous youth summer program.

This opportunity is temporary. We ask for a commitment for the entire program.

- Weekly time commitment will be approximately 40 hours/week, actual hours may vary.
- All program materials, teaching manuals, and training will be provided.
- Additional trainings (see above) will be provided, as well as orientation before the camp officially begins.

ESSENTIAL DUTIES & RESPONSIBILITIES

Education

ISTAR (Indigenous Science, Technology, Arts, and Resilience) program mentors will inspire camp participants to explore, discover, question, and create! Mentors will facilitate dynamic and fun content from ISTAR summer program plans in the unique, informal setting of the museum and by using museum resources. Mentors will be flexible and able to respond to the diverse interests of the group while helping participants achieve the objectives of the program.

Professionalism

ISTAR mentors will represent FCMoD to the highest standard by upholding Indigenous community and museum values and by modeling professional behavior, good communication, and collaboration always. Mentors will work to prioritize a positive experience for participants and create a welcoming, inclusive, and safe environment for all participants and junior mentors. They will also work collaboratively with FCMoD staff, co-mentors, and guest experts to provide a cohesive experience and exceptional customer service for the participants.

Organization

Use provided activity plans to prepare collaboratively with co-mentors or staff members, communicate with ISTAR Manager to ensure program needs are met, gather and prepare supplies for crafts, art



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projects and/or experiments, and ensure that crafts and/or experiments are set up and cleaned up after camp session.

KNOWLEDGE, SKILLS, & ABILITIES

- Enjoys interacting with and engaging school-age students.
- Able to communicate effectively both orally and in writing.
- Be detail-oriented, calm under pressure, and have a discovery mindset.
- Able to work in a fast-paced environment, analyze situations, and respond quickly to deliver effective solutions.
- Able to establish and maintain effective working relationships with FCMoD staff and guest experts.
- Able to conduct and facilitate a variety of programming including but not limited to activities, crafts, experiments, and projects.

EDUCATION & EXPERIENCE

- Demonstrated experience working with Indigenous communities
- At least one year of experience either as an educator/mentor or pre-service educator/mentor in a formal or informal environment
- Completion of ETST 496 ISTAR mentor course (or equivalent experience)
- At least one year of college with emphasis on science, history, culture, or a related field
- Other direct and relevant experience may be considered and substituted for experience and education requirements

We recognize that a successful candidate will meet the requirements in this job description but may only meet some of the qualifications. We encourage applicants to apply if much of this job description describes them. As part of our commitment to a diverse, equitable, and inclusive workplace, we invest in building teams with various backgrounds, identities, and experiences.

LANGUAGE SKILLS

Ability to effectively and concisely present information in multiple formats and respond to questions from the public and co-workers. Ability to write reports, business correspondence, and procedural guidelines. Additional language proficiency is highly desirable.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

VALUES-BASED BEHAVIORS

- Listens attentively to others and asks clarifying questions to gain a better understanding
- Participates effectively in a team environment and actively participates in problem solving
- Comes to meetings prepared and on time, honors time commitments
- Protects the proprietary and confidential information of FCMoD and camp participants
- Follows all museum rules, regulations, and policies



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PHYSICAL DEMANDS

While performing the above duties, the mentor is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity both inside and outdoors is required. Use hands to feel and manipulate tools and materials and reach with hands and arms. Mentor 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

Driver's license or ID card issued by a State or territory of the United States is required.

COMPENSATION AND BENEFITS

- Classification: Full time, Temporary, hourly, non-exempt
- Hourly Rate: \$17 per hour (paid biweekly)
- Benefit eligible

The ISTAR Mentor is a temporary, hourly, non-exempt position that is eligible for certain benefits under Fort Collins Museum of Discovery Nonprofit Partner. This position is eligible for sick time and family medical leave.

APPLICATION INSTRUCTIONS

A successful background check must be completed for all mentors.

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.

By my signature, I declare that I have read, understand, and agree with all parts of this ISTAR Camp Mentor description and will strive to fulfill all parts therein.

Mentor signature _____ **Date** _____

Name: _____