

Museum Explorers Summer Camp Facilitator

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

Anticipated Hiring Rate: \$17.00 per hour (paid biweekly)

Other Information: Regularly scheduled to work Monday through Friday during the following camp weeks: June 2 – 6, June 9 – 13, July 14 – 18, July 21 – July 28 – August 1, August 4 – 8; plus, training and camp preparation from May 19 – May 30.

Overview

Fort Collins Museum of Discovery (FCMoD) is seeking individuals for the position of Summer Camp Facilitator. This position works directly with camp participants by providing educational and fun experiences. Each camp is conducted at the museum and runs Monday-Friday, 8:30 am – 5:00 pm. Facilitators will work in teams of two and will be responsible for no more than 12 campers.

FCMoD is a unique public/private partnership that engages visitors in an innovative learning environment. As Northern Colorado's only AAM accredited museum (American Alliance of Museums), and only ASTC-affiliated museum (Association of Science-Technology Centers), FCMoD occupies a pivotal space in the cultural and educational life of our region and creates extraordinary opportunities for visitors to engage with experiences that explore the interplay of science and culture in ways that are deeply relevant to our community, our geography, and our shared history.

FCMoD promotes a team environment where curiosity, not certainty, informs our work. The Museum Explorers Summer Camp Facilitator will utilize this mindset to lead 6 weeks of highly engaging and dynamic youth summer camp programs for elementary school-aged children.

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

- Weekly commitment during the camp will be approximately 40 hours/week, actual hours may vary.
- All program materials, teaching manuals, and training will be provided.
- Additional trainings will be provided, as well as orientation before the camp officially begins.
- This position will be supported and supervised by Museum staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

Education

Museum Explorers Summer Camp Facilitators will inspire camp participants to explore, discover, question, and create! Facilitators will present and direct dynamic and fun content from summer program plans in the unique, informal setting of the museum and by using museum resources. Facilitators will be flexible and able to respond to the diverse interests of the group while helping

participants achieve the objectives of the program. In addition to this, the Facilitator will help lead activities, provide guidance to volunteers, and assist program director with general oversight.

Professionalism

Facilitators will represent FCMoD to the highest standard of museum values and by modeling professional behavior, good communication, and collaboration at all times. Facilitators will work to prioritize a positive experience for participants and create a welcoming, inclusive, and safe environment for all participants, volunteers, and assistants. Facilitators serve as a role model for others. Comes to work on time and prepared. They will also work collaboratively with FCMoD staff, co-workers, 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-facilitators or staff members, communicate with staff to ensure program needs are met, gather and prepare supplies for crafts, art projects and/or experiments, and ensure that activities are set up and cleaned up after each camp session.

KNOWLEDGE, SKILLS, & ABILITIES

- Enjoys interacting with and engaging elementary school-age students.
- Able to communicate effectively both orally and in writing.
- Able to foster an inclusive camp experience. Effectively works with people of various identities, perspectives and cultural backgrounds.
- 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 volunteers.
- Able to conduct and facilitate a variety of programs including but not limited to STEAM (science, technology, engineering, arts, mathematics) activities, crafts, experiments, and projects.

EDUCATION & EXPERIENCE

- Demonstrated experience working with youth.
- Demonstrated peer leadership experience.
- At least one year of experience as an educator/mentor or pre-service educator/mentor in a formal or informal environment.
- At least one year of college with emphasis in 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 many of 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

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

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. While performing the above duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, and perform moderate physical activity both inside and outdoors. Use hands to handle, feel or manipulate tools and materials. The employee is occasionally required to reach with hands and arms and stoop, kneel crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally 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: \$18.00 per hour (paid biweekly)
- Benefit eligible



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

APPLICATION PROCESS

Interested applicants can apply by filling out the Museum Summer Camp Facilitator application at fcmod.org/jobs. Applicants should be prepared to upload a digital cover letter, resume, and three professional references. If there is a need, materials can be submitted to Michael Allison, Associate Director, at mallison@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.

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

Summer Camp Facilitator signature _____

Date _____

Name: _____