

JOB TITLE:

Summer Camp Manager

REPORTS TO:

Education Director

STATUS:

Full Time/Seasonal



DISCOVERY
Center of Idaho

ROP:

\$12-\$15/hr DOE

SCHEDULE:

May 16th - August 17th, 2018
Mon - Fri, 8am - 4pm

GENERAL DESCRIPTION:

Discovery Center of Idaho's (DCI) mission is **to inspire lifelong learning and interest in science, technology, engineering and math (STEM)**. DCI serves its mission by developing, maintaining, and presenting interactive science exhibits as well as providing on- and off-site educational programs designed for multi-generational audiences. The Center serves over 100,000 visitors annually with a staff of 20 paid professionals and over one hundred volunteers. Our summer camp program reaches over 300 1st - 7th grade students each year.

The Summer Camp Manager assists in fulfilling our mission by managing summer camp staff and the implementation of the Center's STEM themed summer camps.

WHY THE SUMMER CAMP MANAGER IS IMPORTANT:

The Education Department is the heart of the Discovery Center and our educators are our mission in action. The Summer Camp Manager will ensure that all campers have a positive, memorable, and fun learning experience by supporting, training and coordinating a team of paid and volunteer camp educators. They will set and maintain high standards of program quality and impact and ensure our campers experience the joy of learning and discovery.

TYPES OF JOBS YOU MAY HAVE HAD BEFORE:

- Managing an after- or out-of school program
- Coordinating summer camps
- Classroom teacher

DAILY DUTIES:

- Train, manage, schedule, and motivate a team of 4-6 staff and 10+ volunteer Summer Camp Educators
- Oversee daily camp implementation and ensure that all camp policies and procedures are followed
- Manage consistency and quality of educational content and delivery
- Purchase and maintain program materials and supplies
- Maintain an organized, clean, and efficient work environment
- Measure and report on program impact and quality through program evaluation
- Lead camp programming as needed
- Special tasks as needed

YOU ARE:

- Genuinely interested in science, technology, engineering, and math
- An educator and learner who embodies the "growth mindset"
- Skilled at creating a cohesive team and fun camp culture
- Experienced in management positions and motivated to support and mentor camp staff and volunteers
- Able to quickly learn and instruct multiple STEM-themed camp curricula
- Quick on your feet and able to calmly address problems with humility and grace
- Flexible and positive amidst an ever-changing, quick-paced work environment
- Able to remain on your feet for 8+ hours and able to lift and carry heavy objects
- Excellent in verbal communication and computer skills
- Able to pass a background check

PREFERRED QUALIFICATIONS

- Familiar with STEM and computer science programming including Mindstorms Robotics, Scratch, and basic coding languages (HTML, CSS, Javascript)

WHAT WE CAN OFFER YOU:

- The ability to take ownership of your position
- One of the most fun and unique places to work in the Treasure Valley
- The opportunity to make a difference in hundreds of student's lives

To apply, please email a copy of your resume and a cover letter to jobs@dcidaho.org with **Summer Camp Manager** in the subject line by February 25th, 2018