Job Title: Associate Camp Counselor for Farm Life Camp (2 positions)

Reports to: Day Camp Supervisor

Supervises: Camp group junior counselors (high – school aged volunteers)

Status: Part-time hourly, non-exempt, between May and August 2020

Position Benefits: Starting wage $8.75 per hour

Deadline to apply: Open until filled.

PRIMARY JOB FUNCTIONS:

Share your love of learning and exploration with youth of all ages in an outdoor day camp setting as you work with likeminded colleagues to bring learning to life in a fun and exciting way! Our goal is to introduce youth to history, agriculture, science and nature, and to foster an understanding of these in our daily lives, within the mission of Living History Farms: to educate, entertain, and connect people of all ages to Midwestern agriculture and rural life experiences.

A. Farm Life camp for kindergarten youth: This counselor, with the camp supervisor, will create, conduct, and evaluate programming for the Farm Life day camp for kindergarten-aged youth.

B. Early Drop Off and Late Pick-Up: This counselor will also supervise the “Early Drop Off” or “Late Pick-Up” experience. This experience takes place for 90 minutes prior to the start of camp, and/or for 90 minutes after the end of camp.

C. Substitute counselor: These counselors may also serve as substitute counselors, should another counselor need time off.

SCHEDULE: Average 20-25 hours per week.

- Training occurs between mid-May through June 2; summer camp runs June 3 – August 14.
- Most hours occur Monday – Friday, but may also include working other Saturdays or evenings, which will be scheduled well in advance; examples include the annual “Day Camp Kick-Off Event,” held in late May, and Saturday, August 15, for camp clean-up day.
- The “Farm Life” summer day camp is offered in 1-week sessions Monday – Friday, from June 3 – August 14, 2020, with possibility of additional hours from August 17-21. There are two sessions each week, one from 9:00 – noon and another from 1:00 – 4:00.
- The “Early Drop-Off” and “Late Pick-Up” is offered for those parents who wish to either drop off their camper up to 90 minutes early or pick up their camper up to 90 minutes after camp is over.

Work day schedule in general: Position #1, generally Monday - Friday

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>Early Drop Off</td>
<td>7:15 – 8:45</td>
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<tr>
<td>AM Farm Life camp</td>
<td>8:45 – 12:00</td>
</tr>
<tr>
<td>Prep &amp; collaboration</td>
<td>12:30 – 1:30</td>
</tr>
</tbody>
</table>
Work day schedule in general: Position #2; generally Monday - Friday

Prep & collaboration time: 11:30 – 12:30
PM Farm Life camp: 1:00 – 4:00
Late Pick Up: 4:00 – 5:45

**DUTIES - Farm Life Day Camp Counselor:**

- Lead programming weekly for groups of 6-8 participants
- Teach crafts, life skills, games, and activities that relate to the camp theme
- Daily prep and clean-up for camp
- Responsible for safety of participants
- Communicate with camp participants’ parents/guardians, via telephone (1 week prior pre-camp call and as needed during the actual week of camp)
- Assist with set-up of day camp locations
- Update specific camp manuals and operating procedures as needed and directed
- Assist with developing, modifying, conducting, evaluating, and implementing changes to day camp programming that revolves around camp themes
- Fill in as needed to cover absences by other camp counselors
- Perform other duties as needed and assigned, which may include some weekend and/or evening hours

**DUTIES - Early Drop Off or Late Pick Up:**

- Supervise youth from ages 5 – 13 during leisure time activities prior to, or following, the camp day
- Maintain a positive environment
- Daily prep and clean-up of area
- Responsible for safety of participants
- Communicate with the youths’ parents/guardians as needed

**QUALIFICATIONS:**

**Experience and Education:** The successful candidate will possess...

- Experience working with groups of youth in an informal educational setting, such as, but not limited to: tutoring; working at other summer camps; babysitting; leading church camps; working in classrooms as part of an education class; etc.
- Be currently enrolled in, or graduated from, a college or university with a major in education, history, science, family and consumer science, human development, or related field
- A high school diploma or GED, minimum
- A valid driver’s license
Be at least 18 years of age by June 1, 2020.

**Competencies and Skills:** The successful candidate will have...

- Understand the developmental needs of youth, with a working knowledge of educational theory and child development theory
- Self-management skills, self-confidence, and a strong work ethic
- Exemplary communication skills, both verbal and written, and including active listening
- Interpersonal relationship and team building skills
- Exceptional customer service skills, with a “can do” mentality
- Attention to detail, with a flexible mindset, and the ability to multi-task with last minute changes
- The ability to approach situations with creative, analytical and problem-solving skills
- Computer experience, especially with the Microsoft Office package of programs
- First aid and CPR certification preferred, but the museum will provide training if needed

**Work environment:** The successful candidate will...

- Greatly enjoy working with children of all ages
- Be able to perform work outdoors, sometimes in adverse conditions (heat, rain)
- Be able to perform physical tasks (lift 50 lbs.) with physical mobility
- Present a professional image over the telephone and in person
- Love working in a dynamic, fast-paced, team-oriented workplace
- Successfully pass a background criminal check

**GENERAL INFORMATION:**

Summer Day Camp sessions typically run Monday – Friday. Campers are at camp from 9-4 daily. Each day camp group will spend time during the week at a different historical site at the 500 acre, open air museum. Camp activities include projects, activities, crafts and games that reflect the various time periods: 1700 (Native American), 1850, 1876, and 1900.

Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. The season typically runs approximately May 1 – mid-October. For more info, please visit LHF.org.