Job Title: Associate Camp Counselor for grades 4 – 8 (several positions available)
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 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.

The staff camp counselor is responsible for leading some of the museum’s most popular summer day camps, specifically those camps for youth in grades 4 through 8. This person, working with the education and day camp staff, will conduct and lead camp programming in accordance with established camp curriculum.

SCHEDULE:
• Averages 30-40 hours per week, between May – August 2020, Usually 8:30- 4:30, Monday-Friday.
• Training occurs between mid-May through June 2; summer camp runs June 3 – August 14, with possibility of additional hours from August 17-21.
• 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

ESSENTIAL DUTIES and RESPONSIBILITIES:
As part of this position, you will be asked to...
• Lead programming weekly for groups of 8 – 12 camp participants, such as teaching crafts, skills, games, and activities that relate to the camp theme to camp participants
• Perform appropriate work, indoors and outdoors, in conditions consistent with the museum’s historical time periods and the day camp activities, and within the variation of Iowa’s climate.
• Maintain a professional demeanor at all times, including during interactions with campers, parents, co-workers, volunteers, and the general public.
• Prepare activity and craft supplies before camp begins daily, and clean up areas daily after camp
• Be responsible for the safety of all participants during their time at camp
• Communicate proactively and productively with camp participants’ parents/guardians, via telephone and in person
• Participate actively in required camp meetings
• Assist with the set-up and daily clean-up of day camp locations
• Assist with developing, modifying, evaluating, and implementing changes to camp programming as needed and directed by the camp supervisor
• Update camp manuals and procedures as needed and directed
• Perform other duties as needed and assigned, which may include some weekend and/or evening hours

QUALIFICATIONS

Experience and Education:
• 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, with 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:
• 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:
• 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:
Living History Farms’ Summer Day Camp sessions typically run Monday – Friday. Campers are at camp from 9:00 – 4:00 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.