



JOB DESCRIPTION & POSTING - 2021 Education & Day Camp Internship

Job Title: Education/Day Camp Intern Camp Counselor
Classification: Associate, non-exempt, seasonal
Department: Education
Reports to: Education Director
Wage: \$7.25 per hour
Supervises: Camp group junior counselors (high – school aged volunteers)

How to Apply: Complete the **official on-line intern application** at <https://www.lhf.org/internships/>.
You will need to upload a cover letter and resume, and provide contact information for 3 references.

Deadline to apply: Open until filled.

Questions: Daniel Jones, Education Director; e-mail: education@lhf.org

JOB SUMMARY:

Share your love of learning and exploration with youth of all ages as you work with likeminded team members to bring learning to life for the museum’s summer day camp participants! Expand your own knowledge as you work with groups of 8 – 12 youth in an outdoor setting. You will lead crafts, activities, games, and visits to various parts of Living History Farms, an outdoor living history museum.

Education & Day Camp Intern Counselors assist Living History Farms in achieving its mission: to educate, entertain, and connect people of all ages to Midwestern rural life experiences.

Living History Farms’ Day Camp Program is accredited by the American Camp Association (ACA).

Upon successful completion of the internship requirements, the student will earn up to 6 hours of college credit through Graceland University, Lamoni, Iowa. Non-Graceland students must transfer credits to their home university, and are responsible for any fees associated with this.

Schedule: Averages 30-40 hours per week, between May – August 2021
Usually 8:30 to 4:30 daily, Monday through Friday.
Training occurs between May 21 and June 4; summer camp runs June 7 – August 13, 2021.

Most hours occur Monday – Friday, but may also include working 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 14, 2021, for camp clean-up day.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Consistent attendance is an essential function of the position. The requirements listed

below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES:

- 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/guardians, 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 and productively in required camp meetings
- Assist with the set-up and daily clean-up of day camp locations
- Assist with developing, modifying, evaluating, and/or 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

EDUCATION and SKILLS:

The successful candidate will possess...

- Experience and a love of 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.

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

The successful candidate will...

- Be able to perform work outdoors, sometimes in adverse conditions (heat, rain)
- Able to perform physical tasks such as walk long distances over uneven ground and through a creek, retrieve camp supplies from storage shelving, lift up to 30 pounds, and ability to stand for extended period of times
- 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. Most campers are at camp from 9:00 – 4:00 daily. Campers in grades kindergarten and first grade are at camp for half-days. 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' Day Camp program is accredited by the American Camp Association (ACA), the only nationwide organization that accredits all types of organized camps. ACA accreditation verifies that a camp has complied with up to 300 standards for health, safety, and program quality.

Visit <https://www.lhf.org/events-and-programs/day-camps/> for more details about day camp.

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 recreate 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 – October. For more information, visit <https://www.lhf.org/>.

Living History Farms is among the elite three percent of national museums accredited by the American Alliance of Museums (AAM), the only organization representing the entire scope of the museum community.

Approved: 3/3/2021 rh/dj

Posted: March 2021