



JOB TITLE - Day Camp Counselor, Grades K-1

Classification:	Associate, non-exempt, seasonal
Department:	Programming
Reports to:	Day Camp Supervisor
Wage:	\$10.00 per hour

JOB SUMMARY:

You will lead camp participants through some of the museum's incredibly popular half-day summer camps. You will be responsible for instructing the campers as they participate in theme-related activities, crafts, games, nature and creek walks, and visits to the historic areas of Living History Farms. You will create a fun, inclusive, respectful learning environment that inspires campers to learn from the past and to appreciate how the past influences us today and into the future.

Specifically, you will fulfil three vital roles:

- Lead Camp Counselor for either morning or afternoon camps for kindergarten and first grade youth
- Supervisor during Early Drop Off (before camp) and/or Late Pick-Up (after camp)
- Substitute counselor, filling in when another counselor is out

Specific Duties (Lead Camp Counselor):

- Provide exciting, exceptional programming weekly for groups of 6 – 12 camp participants, by teaching crafts, skills, games, and activities that relate to the camp's theme
- 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 camp participants.
- Communicate proactively and productively as needed with camp participants' parents/guardians, via telephone, email and in person.
- Read all required manuals, resources, and training materials. Attend all required trainings and meetings. Participate actively and productively in staff 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.
- Other duties as assigned.

Specific Duties (Early Drop Off / Late Pick Up Supervisor):

- Supervise up to 12 youth, 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
- Be responsible for the safety of participants
- Communicate with the youths' parents/guardians as needed

Supervisory responsibility:

- Supervises high school aged Junior Counselor camp volunteers

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.

EDUCATION and SKILLS:

- Experience and a love of working with 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.
- 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
- High school diploma or GED required
- A valid driver's license
- Be at least 18 years of age by June 1, 2022.
- Understand the developmental needs of youth, with a working knowledge of educational theory and child development theory
- Exceptional customer service skills, with a "can do" mentality; able to present a professional image over the telephone and in person
- 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
- Love working in a dynamic, fast-paced, team-oriented workplace
- Attention to detail, with a flexible mindset, and the ability to multi-task
- Creative, analytical, and problem-solving skills that allow for last minute changes
- Computer experience, especially with the Microsoft Office package of programs
- First aid and CPR certification preferred, but the museum will provide training if needed
- 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
- Successfully pass a background criminal check

Position Hours: Multiple positions are available.

- 12 weeks from May 20 – August 13, 2022. Training occurs between May 20 and June 3; summer camp runs June 6 – August 12, 2022. No camp on Monday, July 4, 2022.
- Averages 30 hours per week. Most hours occur Monday – Friday. However, 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 the "Camp Clean Up Day" on Saturday, August 13, 2022.
 - Position One: Hours generally occur Monday – Friday, from 7:45 a.m. – 2:00 p.m.
 - Position Two: Hours generally occur Monday – Friday, from 11:00 a.m. – 5:15 p.m.

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 various time periods: 1700 (Native American), 1850, 1876, 1900, and today.

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 lhf.org/events-and-programs/day-camps for more details about day camp.

Living History Farms is an interactive outdoor museum which educates and connects all people to the many stories of Midwestern rural heritage. It is a private, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters 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 – October. For more information, please visit 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.

Application procedure:

Send resume and cover letter with official Living History Farms application (available at lhf.org/employment) to:

Living History Farms
Ruth Haus, President
2600 111th Street
Urbandale, IA 50322

Email: rhaus@lhf.org

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

Deadline to apply: Open until filled.

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