



JOB POSTING (2024)

Title: Day Camp Staff Counselor (Kindergarten) & Before/After Care Staffer
Classification: Seasonal, Fulltime, Non-exempt
Department: Programming
Reports to: Education Programs Coordinator
Wage: \$13.00 per hour

JOB SUMMARY:

Program staff, including day camp counselors, assist Living History Farms in achieving its mission: to educate and connect all people to the many stories of Midwestern rural life heritage.

You will lead camp participants, primarily kindergarten aged, in the museum's incredibly popular summer day camps. Your efforts will create a safe, fun, inclusive, respectful learning environment that inspires campers to learn from the past and from nature, while developing and practicing life skills that they will use long after camp is over. 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.

Specifically, you will fulfil these vital roles:

- Lead Camp Counselor for either morning or afternoon camps for kindergarten-age youth.
- Supervise campers either during Early Drop Off (before camp) or Late Pick-Up (after camp).
- Substitute counselor, filling in when another counselor is absent.

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

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.
- Always maintain a professional demeanor, including during interactions with campers, parents/guardians, co-workers, volunteers, and the museum's guests.
- 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 campers' 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 by the camp supervisor.
- 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, camp.
- Maintain a positive, respectful 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: Junior Camp Counselors (high-school aged 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 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.
- High school diploma or GED required; preference if currently enrolled in, or graduated from, a college or university with a major in education, family and consumer science, human development, history, science, or related field.
- A valid driver's license.
- At least 18 years of age by May 1, 2024
- Understand the developmental needs of youth, with a working knowledge of child development and educational theory.
- Exceptional customer service skills, with a "can do" mentality; able to present a professional image over the telephone, via email, and in person.
- Self-management skills, self-confidence, and a strong work ethic.
- Dependable, reliable, punctual, trustworthy- your campers and co-workers are counting on you!
- 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 software package
- 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 30 pounds, and ability to stand for long period of time
- Successfully pass a background criminal check

POSITION HOURS and SCHEDULE

- Two positions are available, each averaging 30-40 hours per week, usually Monday to Friday.
 - Position 1: 7:30 a.m. – 1:30 p.m., Monday through Friday. Covers early drop off and morning kindergarten camp. Afternoon hours available as needed.
 - Position 2: 11:30 a.m. – 5:30 p.m., Monday – Friday. Covers afternoon kindergarten camp and late pick-up. Morning hours available as needed.
- Summer Day Camp training occurs between May 17 - 31, 2024. No training on Monday, May 27 (Memorial Day).
- Camp runs from June 3 – August 9, 2024.
- Must attend the mandatory “End of Camp” day on Sat., Aug. 10, 2024.
- While rare, the schedule may also include working Saturdays or evenings, which will be scheduled well in advance.
- No camp on June 17 (Juneteenth holiday observed) and July 4-5 (Independence Day Holiday).

Application procedure:

Complete the **official on-line employment application** at <https://www.lhf.org/employment/>.

You must also provide:

- a cover letter and resume.
- contact information (email & phone) for 3 references.

Questions:

Daniel Jones, Co-Director of Programming (Education & Day Camp); e-mail: djones@lhf.org

Return completed application to:

Daniel Jones, Co-Director of Programming (Education)

By Email to: djones@lhf.org
 Or via mail to: Living History Farms
 Attn. Daniel Jones
 2600 – 111th Street
 Urbandale, IA 50322

Deadline to apply: Open until filled.

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 kindergarten are at camp for half-days, either morning or afternoon. 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/day-camp-2/> for more details and list of camps offered.

Living History Farms is an interactive outdoor history museum, which educates and connects all peoples to the many stories of Midwestern rural heritage. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters recreate daily routines of early lowans 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.

Updated: 01/09/2024 rh/dj