



POSITION DESCRIPTION

Title: Summer Camp Assistant

Reports To: Summer Camp Instructor

FLSA Classification: Non-Exempt

Status: Temporary (3-week position, weeks of July 12, July 19, and August 2), 40 hrs/wk

Pay Rate: \$13/hr

Approved By: Education Director

Effective Date: June 2021

POSITION SUMMARY

Summer Camp Assistants will help deliver Evergreen Aviation & Space Museum curriculum to 3rd-9th graders over the course of one-week long aerospace camps. This position requires a dynamic individual with experience working in a team setting. We are seeking assistants who are compassionate, creative, patient, and highly organized to join our Education Team. These summer camps offer exciting aerospace opportunities, including hands-on activities, problem-solving projects, and unique museum tours.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Facilitate engaging hands-on activities for aviation and space-themed summer camps.
- Prepare all activities for the day's curriculum to create an organized learning environment.
- Aide Summer Camp Instructor in supervising youth in order to maintain a fun, interactive, and welcoming environment.
- Communicate effectively with students, guardians, and staff about programming.
- Encourage students to participate and help with conflict resolution.

QUALIFICATIONS

- Enrollment in Education, History, Aviation or a related program is required.
- Experience working in educational settings, especially with K-12 school-aged children is preferred.
- Any combination of experience and education will be considered in lieu of meeting exact qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to engage students with a variety of curriculum.
- Enjoy working with youth and seeing them develop confidence while learning.
- Strong interpersonal and communication skills, in writing and orally across various media, that adhere to confidentiality and protocol.
- Strong facilitation and presentation skills.
- Must be self-motivated and able to work alone and without supervision much of the time.

PHYSICAL DEMANDS

- Regularly performs tasks with hands and fingers for grasping and holding objects.
- Regularly performs office-related tasks at a desk or workstation while sitting, such as: keyboarding, phones, handwriting, filing, etc.
- Sometimes pushes, pulls, lifts, and/or carries up to 50 pounds across a distance with or without supportive devices.
- Sometimes stands, walks, bends, stoops, crouches, reaches, climbs, and kneels throughout the work day.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.