



Museum of Science & History
JACKSONVILLE • FLORIDA

1025 Museum Circle • Jacksonville, FL 32207 • (904) 396-6674 • www.themosh.org

SUMMER COUNSELOR POSITION DESCRIPTION

DEPARTMENT: EDUCATION AND EXHIBITS
IMMEDIATE SUPERVISOR: EDUCATION MANAGER
STATUS: NON-EXEMPT/PART-TIME/SEASONAL
HOURS: 25 HRS. / WEEK

POSITION PURPOSE:

The Summer Counselor is responsible for assisting Education staff with Extended Care, summer camp supplies and logistics, and presenting live programs to the public and visiting groups.

DUTIES AND RESPONSIBILITIES:

- Care for and supervise children in Extended Care using fun, engaging, interactive games, toys and activities.
- Responsible for care and maintenance of Extended Care environment.
- Reports any and all accidents/incidents to Education or Museum staff.
- Notifies Education Manager of personal or professional difficulties with campers, parents or staff.
- Assists with recess and in summer camp classrooms as needed.
- Presents public, school, and private programs in an interactive, fun and educational way, including, but not limited to:
 - Science Programs;
 - History Programs;
 - Pre-K Programs;
- Cares for and organizes teaching tools related to educational programs;
- Maintains cleanliness and organization in the JEA Science Theater, Education storage area and Education office;
- Performs other related duties as required.

ACCESS REQUIREMENTS:

Access to museum before and after hours, all public areas, all exhibition floor spaces and JEA Science Theater.

SPECIAL AUTHORIZATION:

Permission to have access to alarm codes for JEA Science Theater. Job duties may require access to certain chemicals and gasses for educational programming. Handling these chemicals requires advanced training and adherence to OSHA guidelines.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Two years of higher education preferred, but not necessary
- Previous experience teaching in formal or informal educational institution preferred, but not required.

SKILLS

- Must be able to multi-task and work with little supervision;
- Must be able to use Microsoft Office applications, internet, and email;
- Must have strong public speaking skills.
- Must be comfortable working with children

TIME COMMITMENTS:

The schedule is based on availability and Education department summer programming needs, and includes an unpaid 30-minute lunch break during each shift.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Employee (Print Name)

Date

Employee (Signature)