



Museum of Science & History
JACKSONVILLE • FLORIDA

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

SUMMER CAMP COUNSELOR POSITION DESCRIPTION

DEPARTMENT: EDUCATION AND EXHIBITS
IMMEDIATE SUPERVISOR: EDUCATION MANAGER
STATUS: NON-EXEMPT/FULL-TIME/SEASONAL
HOURS: 36 HOURS / WEEK

POSITION PURPOSE:

A Summer Camp Counselor guides children enrolled in MOSH Discovery Camp through their day while promoting an exciting, safe environment. In collaboration with MOSH staff and volunteers, Summer Camp Counselors help build memorable experiences for campers to spark curiosity and inspire the joy of learning.

DUTIES AND RESPONSIBILITIES:

- Assist Summer Camp Teachers in implementing hands-on STEAM activities in a welcoming, engaging manner.
- Lead museum exhibit exploration and incorporate artifacts into daily discovery.
- Facilitate transitions between activities and museum locations in a safe, organized fashion.
- Follow a daily schedule to ensure smooth camp operations.
- Foster a fun and dynamic camp environment throughout the day.
- Monitor and assist with snacks, lunch, and recess as needed.
- Manage campers' safety and behavior during all camp activities.
- Report accidents/incidents to Education or Museum staff.
- Care for and organize teaching tools related to educational programs.
- Maintain cleanliness and organization in the JEA Science Theater, Education storage area, and Education office.
- Care for and supervise children in Extended Care using fun and interactive games, toys, and activities.
- Notify Education Manager of personal or professional difficulties with campers, parents, or staff.
- Attend orientation training and post-camp meeting.

- Performs other related duties as required.

SCHEDULE:

Counselors will work in all public and non-public areas of the Museum of Science and History, including indoor and outdoor spaces. Counselors are expected to facilitate their week-long camp. Counselors are expected to begin at 7:30am or 8:00am to prepare for their day and end their day at 3:30pm or 4:00pm with clean-up and Extended Care. An unpaid 30-minute lunch break will be given during each shift.

ACCESS REQUIREMENTS:

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

SPECIAL AUTHORIZATION:

Job duties may require access to certain chemicals and gases 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. Candidates are expected to always be professional. Candidates must support and practice imaginative, engaging and learner-centered education and be able to work individually and collaboratively in a team environment.

EDUCATION AND EXPERIENCE

- Two years of higher education preferred, but not necessary.
- Previous experience teaching in a formal or informal educational institution preferred but not required.
- CPR/First Aid Certification preferred.

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.

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)