



**SUMMER CAMP
TEACHER POSITION
DESCRIPTION**

DEPARTMENT: EDUCATION AND EXHIBITS
IMMEDIATE SUPERVISOR: EDUCATION MANAGER
STATUS: NON-EXEMPT/FULL-TIME/ SEASONAL
HOURS: 35 HOURS/WEEK

POSITION PURPOSE:

A Summer Camp Teacher is responsible for implementing curriculum and leading hands-on STEAM activities for children enrolled in MOSH Discovery Camp. In collaboration with MOSH staff and volunteers, Summer Camp Teachers create memorable experiences for campers to spark curiosity and inspire the joy of learning.

DUTIES AND RESPONSIBILITIES:

- Implement pre-written STEAM curriculum and adapt instruction as needed.
- Lead hands-on STEAM camp activities for grades K-6 in a welcoming, engaging manner.
- Foster a classroom climate that nurtures curiosity and supports a learning environment.
- Maintain a clean, organized classroom environment throughout the day.
- Manage class resources/inventory and inform Education Manager of supply needs.
- 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.
- Report all accidents/incidents to the Education staff.
- Ensure campers' safety during all camp activities and manage behavior.
- Monitor and assist with snack breaks, lunch, and recess as needed.
- 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:

Teachers will work in all public and non-public areas of the Museum of Science and History, including indoor and outdoor spaces. Teachers are expected to facilitate their week-long class. Teachers are expected to begin at 9:00am to prepare for their day and end their day at 4:30pm 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.
- Two or more years' experience working with elementary or middle school children.
- 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)

