

Junior Camp Counselor Job Description

Under the direction of the Learning Coordinator and the Senior Camp Counselor, the Junior Camp Counselor is responsible for delivering interactive themed based programming to children ages 5-9. Themes are related to the broader theme of First Nations, Ontario, and Canadian history, and archaeology.

RESPONSIBILITIES:

1. Summer Day Camps

- a. Assist in the delivery of interactive activities programming to children ages 5-9 during the summer camp.
- b. Ensure children are safe and having fun at all times.
- c. Monitoring camp craft supplies and materials for camp craft, games and activities.

2. Children & Youth Programs

- a. Assist in the delivery of children's programs in keeping with MOA's mission.

3. Administration

- a) Ensures privacy requirements are maintained to highest.

RELATIONSHIPS

The Junior Camp Counselor must maintain and encourage positive and professional relationships with the campers, parents, donors, Museum of Ontario Archaeology board and committee members, Museum members, staff and volunteers.

SUPERVISION RESPONSIBILITIES

The Junior Camp Counselor has no direct supervisory responsibilities but as requested by the Learning Coordinator and/or Senior Camp Counselor will assist with training new staff and volunteers on specific educational activities.

EXPECTED OUTCOMES

- Increase participants love of museum's and Ontario's heritage.
- Ensure a safe and successful 2015 summer camp season.
- Increase participants' appreciation of, and respect for, Ontario's cultural diversity generally and First Nations history specifically.

WORKING CONDITIONS

- Frequent work in an outdoor environment with exposure to seasonal temperatures, direct sunlight and insects.

- Monday to Friday work week, no evenings.
- Work is entirely with children.

KNOWLEDGE / SKILLS

- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds
- Demonstrated ability to develop, deliver, and evaluate children's activities.
- Demonstrated ability to communicate effectively with children ages 5-9.
- Demonstrated ability to work with minimal supervision.
- Ability to develop and maintain effective working relationships with other employees, the public and the education and museum communities.
- Demonstrated organizational skills.
- Demonstrated time management skills.
- Demonstrated leadership and team-building skills.