



Job Title: Camp Instructor
Company: The Coral Gables Museum
Classification: Part Time Employee
Reports to: School and Family Programs Manager

Position Purpose:

To further the mission of the City Trekker Camp program through the assisted development and delivery of arts and crafts activities that support session themes, and are safe, fun, and appropriate to the campers' age and abilities.

Essential Job Functions:

1. Meet with the School and Family Programs Manager prior to start of camp to discuss camp curriculum and educational goals
2. Provide staff support during morning drop-off, afternoon pick-up, field trips, snack, lunch and recess.
3. Create and lead arts and crafts activities
 - ♦ Communicate projects thoroughly and clearly.
 - ♦ Manage volunteers assigned to your camp group.
 - ♦ Ensure that camp volunteers and campers know and follow safety and educational procedures.
4. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
 - ♦ Prepare materials for each class period.
 - ♦ Manage classroom clean-up.
 - ♦ Clean arts and crafts area, keeping it free of hazards and debris.
 - ♦ Ensure the security of the arts and crafts equipment and supplies.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.

Qualifications:

Formal training or experience in the following subject areas: Visual Arts/Art Education/Art Therapy, Environmental Science/Science Education, Photography, Sports/Physical Education, Architecture and Design; Experience working with children; Desire and ability to work with children outdoors in varied conditions; Ability to communicate and work well with others, including campers, counselors and volunteer staff; Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques; Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques; Visual and auditory ability to identify and respond to environmental and other hazards related to the activity; Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers; Fluency in English (Spanish a plus).

Must be First aid and CPR Certified.

Museum will run standard background checks prior to the start of camp.

Send resume and cover letter to: education@coralgablesmuseum.org

No phone calls please.