

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION
Discovery Camp Assistant Counselor

Department: Learning and Interpretation - BMS & Tiff
Position Title: Discovery Camp Assistant Counselor
Primary Reporting Responsibility: Discovery Camp Coordinator /
Tiff Program Coordinator
Status: Seasonal / Full time / non-exempt

Overview: At the Buffalo Society of Natural Sciences, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research shows that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position:

An energetic and positive individual who enjoys working with children and who is responsible for helping to facilitate and oversee engaging science-themed experiences in a summer camp setting. This will be accomplished in a variety of settings for learners from age 3-16 for the promotion of lifelong learning. Positions are available at the Buffalo Museum of Science and Tiff Nature Preserve. Please specify interest in primary reporting location in your cover letter.

Essential Functions

- Assist the Head Camp Counselor and facilitators with their programs and daily routines
- Help the Head Counselor set up activities and snacks
- Help the Campers complete their assignments and projects by re-explaining directions or offering advice on how to start / complete an assignment / project
- Ensure that all Campers are present and accounted for at all times in the space that they are in
- Assist in getting the Campers from one spot to another, in a safe, quiet and organized manner
- Help to keep the classroom spaces neat, safe and organized
- Assist the Head Camp Counselor in keeping an awareness of allergies, medical conditions and specific notes on each Camper from the parents/guardians and keeping those Campers' needs in mind at all times
- Deal with and solve minor problems
- Bring any major problems, including safety issues, to the attention of the Head Camp Counselor or Buffalo Society of Natural Sciences staff in a positive and efficient manner
- Meet Camp responsibilities and objectives effectively

- Give constructive feedback to Campers and work one-on-one with Campers who do not follow the rules (by being disruptive, disrespectful, etc) or not fitting in
- Demonstrate respect and initiative at all times
- Behave as a responsible and positive role model for Campers and peers

Education, Experience, Skills and Qualities Required

- High School Graduate or Equivalent by the start of the 2019 summer camp session (6/26/2019)
- Desire & experience working and communicating with children 3-16 yrs of age
- Ability to accept supervision and guidance
- Experience in customer service
- Enthusiastic, patient and flexible
- Ability to work independently and as a team member
- Ability to deal with emergencies calmly and responsibly
- Good character, integrity and adaptability
- Ability to assist in teaching an activity
- A creative problem solver
- Strong time management and teamwork skills
- Minimum time commitment: 6 weeks over the 10 week summer camp season
- Must be at least 17 years of age
- Exceptions may be made to age and education requirements for those with previous work experience.

Physical Demand

- Speaking in small and large groups
- Walking often within Museum
- Bending/Stooping Frequently
- Lifting/Carrying specimens and objects up to 40 lbs.

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.

To apply, please send cover letter and resume to:

Careers@sciencebuff.org

Buffalo Museum of Science, 1020 Humboldt Pkwy, Buffalo, NY 14211