

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

Discovery Camp Head Counselor

Department:	Learning and Interpretation - BMS & Tiff
Position Title:	Discovery Camp Head 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 is responsible for facilitating and overseeing engaging science-themed experiences. 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

- Serve as the main caretaker of the Discovery Campers in your designated Camp
- Be aware of allergies, medical conditions and specific notes on each Camper from the parents (i.e. food and environmental allergies, asthma, ADD) and keeping those Campers' needs in mind at all times
- Set the tone and pace, including basic rules for the Camp
- Introduce and enforce all rules for expected behavior
- Responsible for the set up and delivery of all science based lessons (lesson plans will be provided), except when other facilitators / presenters are scheduled to teach the program or activity
- Facilitate classroom activities and projects and provide direct supervision for outdoor activities. Serve as the Primary Point Person on safety concerns and educational content coordination for your designated camp.
- Communicate with parents regarding daily activities and procedures, at the beginning and end of the day
- Serve as a host for facilitators / presenters to come in and present programs and activities
- Mediate relations between Campers

- Supervise Assistant & Junior Camp Counselors and divide responsibilities among them
- Convey all necessary information regarding the agenda of the Camp

Education, Experience, Skills and Qualities Required

- Bachelor's degree with a focus in education or a STEM field
- 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
- A creative problem solver
- Strong time management and teamwork skills
- Minimum time commitment: 6 weeks over the 10 week summer camp season

Physical Demand

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

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