



Summer Administrative Assistant & Facilitator

Position Title: Summer Administrative Assistant & Facilitator

Employee Classification: Full-time Seasonal - Hourly

Salary Range: Starts at \$20-24/hour

Work Schedule: 20-40 Hours/week

Reports To:

MOUNTAIN TOP EXPLORIUM OVERVIEW

Mountain Top Explorium provides our youth an empowering environment where they can fully embrace their identity and gain all the skills they need to be leaders tomorrow. We accomplish this through our children's museum and programs such as our summer day camp, after school program, school break, and Kids Night Out programs.

JOB SUMMARY

The **Summer Administrative Assistant & Facilitator** is part of our program team and responsible for daily camp coordination and customer experience. The position is a diverse role which includes program facilitation, parent communication/customer experience, daily administrative tasks, and staff support with curriculum and schedules. This role is great for someone who has experience teaching or facilitating and has interest in learning more about the administrative side of a non-profit summer camp. **Spanish speaking ability is not required but strongly preferred.**

Responsibilities

- Support all aspects of the program registration process including database management, processing payment/refunds, and performing communication to parents and students through phone and email communication;
- Maintain and organize all programs and exhibit supplies
- Teach as a lead facilitator at camp on an as needed basis
- Responsible for the supervision, well-being and care of children and youth attending MTE programs, according to MTE risk management procedures and Colorado State licensing standards
- Supporting summer day camp programs including parent communication, curriculum development, program marketing, and general administration
- Serve as the point of contact for program facilitators on a rotating basis and support staff and student needs as they arise
- Transport students to and from activities within a 15-passenger van;
- Other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- Ability to pass a comprehensive criminal and driving history background check.
- A minimum of 450 hours of direct childcare experience
- Lifeguard Certification



- Proficiency in computers and ability to learn new software

PREFERRED EXPERIENCE, LICENSE OR CERTIFICATIONS

- Spanish fluency (verbal and written)
- Proficiency in a variety of software applications including Google Workspace , Square, or other CRM oriented software.

SALARY

This position is paid hourly within a range of \$20-24 per hour, based on various factors including but not limited to experience, education, training, and performance.

APPLICATION PROCEDURES

All applicants can apply on the Mountain Top Explorium website
<https://www.mountaintopbreck.org/employment>.

ACKNOWLEDGEMENT

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts MTCM's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The MTCM is an "at will" employer, and MTCM employees may be separated from MTCM employment at any time and at the discretion of management.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Mountain Top Explorium is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, pregnancy, or any other applicable status protected by state or local law. Mountain Top Explorium will consider providing reasonable workplace accommodations if needed.