



## **JOB DESCRIPTION**

<b>Position Title:</b>	<u>Summer Day Camp Counselor - Lead</u>
<b>Employee Classification:</b>	Full-Time Seasonal, Hourly
<b>Reports to:</b>	Day Camp Supervisor, Directors
<b>Supervises:</b>	Children
<b>Job Summary:</b>	The Summer Day Camp Lead Counselors will work together to facilitate a full camp day with school-age children. Activities include circle time, preparing snacks, field trips, hikes, science experiments, relay races, and lots of time outside. Must be 18 or older. Summer commitment from May 31st - August 15th minimum.

## **SENSITIVITY STATUS**

Because Mountain Top Explorium's positions may involve direct contact with children, MTE requires that the incumbent in this position must have a clear criminal history that bears on his or her fitness to have responsibility for the safety and well-being of children.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **Administrative:**

- Maintain a safe and healthy environment
- Maintain state regulated teacher to child ratios
- Administer organization according to the Colorado Department of Human Services Rules and Regulations, and local Health and Fire Department regulations
- Assist in recording daily child attendance
- Performs related work and special projects as assigned. Assist other divisions/departments as required.
- Work specific shifts as assigned. Regular, predictable and dependable on-site workplace attendance is an essential function of the job.

### **Curriculum/Classrooms:**

- Manage and direct programs according to Mountain Top Explorium's mission statement and goals

- Responsible for implementation of planned activities and curriculum for Day Camp program
- Responsible for keeping Day Camp facility clean and in good appearance throughout the day
- Serves as museum educator and attendant for both programs, events and exhibits (when needed)
- Responsible for cleaning day camp facility at end of each day
- Responsible for the supervision, well-being and care of children and youth attending MTE programs. Ensure positive interaction, maintain even control and resolve disciplinary problems.
- Lead program activities, organize play and structured classes, and ensure children and youth are engaged and fully participating.

**Parent Relations:**

- Maintain positive communication with parents, written, and in person
- Answer phones, provide information on programs, create a welcoming environment to visitors and parents.

**Safety:**

- Adhere to and enforce Mountain Top Explorium's safety policies, procedures and practices in order to ensure the safety of guests and staff.
- Be aware of important safety practices, and observe, document and report unsafe situations to Directors.
- Participate in safety training and respond to emergencies in an effective and appropriate manner that is consistent with common safety practices.
- Complete accident/incident reports as required.

**Training:**

- Attend required MTE training, orientations, and meetings as necessary.
- Maintain skills and abilities to effectively carry out all job functions.
- Assist with training/mentoring of volunteers and new staff members.

**EDUCATION, EXPERIENCE, AND FORMAL TRAINING**

- To qualify for this position the candidate or employee must pass a criminal background check.
- Must be at least 18 years of age
- Must possess a high school diploma or GED equivalent.
- Training and experience in customer service.
- At least one year of experience with children in a group setting required. Teaching experience with youth desired.

**LICENSE OR CERTIFICATIONS**

- Community CPR, first aid and AED training required within 60 days of hire, provided by MTE
- Preventing disease transmission (PDT) required within 60 days of hire.
- The candidate or employee must receive clearance for child abuse and neglect as determined by the Colorado Department of Human Services.

**EFFECTIVE DATE**

March 2020

Note:

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 MTE's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. MTE is an "at will" employer, and MTE employees may be separated from MTE employment at any time and at the discretion of management.

Mountain Top Explorium is an Equal Employment Opportunity Employer. MTE does not discriminate against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, sexual orientation or any other status protected by federal, state or local law.