



## **Job Description: Summer Camp Internship**

2016-17

**Reports to:** Camp Director

**Summary:** The Mississippi Children's Museum (MCM) seeks an enthusiastic, motivated and organized individual to assist in planning and managing all summer camp programs. This individual helps to oversee the daily operations of all camp volunteers, assists in planning content, activities, and coordinating supplies. The Summer Camp Intern serves as assistant to the Camp Director and will report directly to the to the Camp Director.

MCM's Marketing Intern will be present a minimum of 20 hours a week throughout the internship. This internship would last a minimum of 4 weeks but could extend up to 16 weeks.

### **Principal Accountabilities:**

- Serves as assistant supervisor of camp experiences during museum camp operating hours.
- Assists in developing and implementing high-quality summer camp lessons and experiences.
- Assists in overseeing setup and cleanup of camp areas.
- Greets summer camp parents and children each day.
- Works directly with the Museum's Volunteer Coordinator to determine youth volunteer eligibility, screen applicants and train volunteers (ages 14+) to work at summer camp.
- Works closely and collaboratively with MCM's Programs Director to achieve the museum's mission, vision and strategic goals and create a valuable visitor experience.

### **Qualifications and Skills:**

High school diploma is required. Successful work experience in a pre-school, elementary school, day care or camp organization is preferred.

- A commitment to informal education and experiential-learning
- Energy and ability to perform a number of physical tasks each day
- Demonstrated understanding of and familiarity with implementing age-appropriate, interactive teaching practices
- Experience managing and working with youth volunteers is preferred.
- Proven ability as an organized and motivated employee

**Hours:** Dates Summer Camp Intern must be available:

- Volunteer training dates prior to summer- TBD
- May 23-August 7 for seven sessions of camp (Several weeks do not have camp).

The Mississippi Children’s Museum is a 501(C) 3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. To apply, please submit letter of interest and resume: careers@mcm.ms.

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children’s Museum as necessary.

