



Museum of Science & History
JACKSONVILLE • FLORIDA

SUMMER CAMP TEACHER POSITION DESCRIPTION

DEPARTMENT: EDUCATION SERVICES
IMMEDIATE SUPERVISOR: EDUCATION MANAGER
STATUS: NON-EXEMPT/ PART TIME
HOURS: VARIABLE HOURS/WEEK

POSITION PURPOSE:

A summer camp teacher is responsible for leading classroom activities for children enrolled in MOSH Day Camp.

RESPONSIBILITIES:

- Participate fully in weeklong camp classes.
- Manage class resources.
- Report any and all accidents/incidents to the Education Staff.
- Maintain a classroom climate which nurtures and supports a learning environment.
- Ensure campers' safety during class activities.
- Utilize help from teen interns.
- Monitor and assist with snack breaks.
- Monitor and assist with lunch.
- Attend program orientation meeting and 1 post camp meeting.
- Fill out weekly Teen Intern Evaluations.
- Fill out and return weekly Summer Camp Evaluations.
- Report to the Education Manager.

SCHEDULE:

Teachers will work in all public and non-public areas of the Museum of Science and History this includes indoor and outdoor spaces. Teachers are expected to facilitate their week-long class. Teachers are expected to begin at 8:00am to prepare for their day and end their day at 3:00pm with cleanup.

QUALIFICATIONS:

Candidate must have two or more year’s education experience working with either elementary or middle school children. Candidate is expected to be professional at all times. Candidate must support and practice imaginative, engaging and learner-centered education and be able to work individually and collaboratively in team environment.

DISCLAIMER:

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. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Employee (Print Name)

Date

Employee (Signature)