



Title/Position: Program Specialist III/Camp Leader

Reports to: Director of Programs

General Responsibilities: The Program Specialist/Camp Leader will work with the Program Team to ensure the delivery of high quality, early education programs, camps, and pop-up experiences to museum members and guests.

Duties for Program Specialist will include but are not limited to:

1. Enhance museum experience through facilitation of daily programs and pop-up activities
2. Assist in the development, preparation, and implementation of new pop-ups and activities in coordination with other program staff and Director of Programs
3. Monitor and facilitate Exploration and Adventure field trips
4. Actively engages museum guests and members in all customer-facing museum spaces
5. Assist Guest Services staff in maintaining clean and safe exhibit spaces and addressing visitor questions and concerns.

Duties for Camp Leader will include but are not limited to:

1. Create a meaningful experience for campers and their adults
2. Develop and prepare all curriculum and supplies for summer, spring and winter, and pop-up camps
3. Ensuring Wonder Camp expectations are met at the highest level, including facilitation of projects/demonstrations, free play periods, lunchtime and snack coverage, and drop-off and release
4. Oversee the direction and organization of campers during activities, games, projects/demonstrations, and play
5. Track and document behavior of campers throughout the year
6. Direct and assign Wonder Guides to camp duties
7. Be a role model for campers and camp staff in attitude and behavior
8. Represent Wonder Camp when interacting with parents and members of the community and communicate any day-to-day information to campers' adults as necessary
9. Communicate concerns, updates, and challenges to Director of Programs regularly
10. Setting up all necessary equipment and materials for daily camp activities
11. Other duties as assigned

Required Skills:

1. Bachelor's Degree in early education, child development, or arts related field or minimum of three years' experience in similar field
2. Experience in developing curriculum or lesson plans for young learners within informal or formal environments
3. Creative ability and experience in process-oriented art/science/maker projects
4. Experience engaging young learners and their adults
5. Excellent writing and organizational skills and knowledge of MS Office/Google Suite software
6. High comfort level working with children in a fast paced, high-traffic, public environment
7. Views children as capable and competent and recognizes that children learn naturally through play
8. Ability to genuinely communicate with diverse guests of all backgrounds and abilities
9. Ability to respond to guest needs and urgent/emergency situations in a calm, comforting manner
10. Ability to independently manage and prioritize several tasks efficiently and with ease
11. Reliable, flexible, and able to work cooperatively with other staff members as a positive team player
12. A strong commitment to the mission, vision, and values of WCM

Essential Physical Functions: On any given day, may be frequently required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting up to 25 pounds and moving short distances

Hours of work: Mon, 9:00a-3:00p (8:30a-4:30p during summer camp); Tue-Fri, 8:30a-4:30p