

## **The Wenatchee Valley Museum & Cultural Center is recruiting a Camp Director for the 2022 Super Summer Adventures Camps**

*Super Summer Adventures* is a multi-week summer learning and enrichment program. Our goal for the enrichment program is to create an informal, hands-on atmosphere that encourages creative learning and exploration for students entering Kindergarten through 6<sup>th</sup> grade.

We are seeking a Camp Director. The position will run July 11th through August 12th. Classes are five days a week, 9:00 to 3:30. This position will start a few days before camp to support onboarding of camp instructors and staff training and the director will need to be present before and after the camp day.

### **Duties:**

- Commitment to supporting the well-being of teaching staff by consistently helping with difficult student behaviors and providing other support as needed.
- Creating an engaging welcome letter and weekly newsletters.
- Scheduling of lunches, breaks, and transitions. Monitor and assist with student lunch.
- Prepare morning and afternoon check in and announcements.
- Review teacher unit plans
- Oversee and participate in logistics of location set-up, tear-down and product inventory/assessment - ability to lift 50 lbs.
- Plan and execute an organized check-in each session
- Work with families to address and resolve any concerns
- Help plan, organize, and participate in indoor and outdoor activities for students; ensure all activities are appropriate, fun, and adequately supervised
- Maintain positive staff and student morale
- Additional duties as needed and assigned by the Curator of Education
- Ensure that Instructors and students are meeting unit goals
- Apply behavior management techniques to enforce rules and safety regulations
- Ensure Instructors are on track for project completion and Friday student presentations
- Create and implement work schedules, roles and responsibilities for staff
- Hold routine meetings to address and resolve staff concerns
- Act as an emergency substitute for sick/absent Instructor
- Be continuously available to staff and students while on duty
- Escort students to and from lunch.

### **Health, Safety, & First-Aid:**

- Ensure a safe environment is maintained at all times for students and staff
- Ensure proper supervision is occurring at all times, including but not limited to: upholding ratios, conducting head counts, and managing risk and student behavior during activities and outings
- Execute an organized camper allergy and medication check-in and check-out each session and provide accurate rosters with pertinent health information for each teacher.
- Respond to and document critical incidents.
- Required certifications include: Responding to Emergencies First Aid and CPR, will be provided by the Wenatchee Valley Museum if you don't have a current certificate.

**Minimum Qualifications:**

The ideal candidate has a playful team spirit and works well with minimal supervision but asks for assistance when needed. A minimum of 5 years previous K-12 teaching experience is required. Camp Directors must demonstrate impeccable judgment, strong organizational skills, and be able to communicate effectively via email, cell phone, and hand-written documents. The ideal candidate will demonstrate proficiency supporting the learning of diverse populations and has a strong commitment to sharing an appreciation for culture and nature. A commitment to maintaining a friendship between the museum and camp families is a top priority and PBIS training is preferred as well as the ability to navigate behavior contract protocol including conferencing with parents. You must also:

- Be able to pass WA background checks
- **Due to the nature and responsibilities of this role, candidates hired will need to be fully vaccinated for COVID-19 by their first day of work.**

**Salary:**

The Camp Director will be a contract (no benefits or income tax withheld) position. The position will be contracted at \$1,000 a week during the duration of camp. Additional contracted time may be included for pre-camp work depending on negotiations between the successful candidate and the Curator of Education.

**Application Instruction:**

If you are interested in teaching, please submit a current resume addressing the minimum qualifications and a brief letter of interest to the Museum by June 1st . You are welcome to contact me at: [jjohnson@wvmcc.org](mailto:jjohnson@wvmcc.org) if you have questions.

*Wenatchee Valley Museum & Cultural Center*  
***SUPER SUMMER ADVENTURES***  
*Camp Director Application*

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Please read the attached job description carefully. Return your completed application in the enclosed envelope. If you have questions, contact Jamie Johnson at jjohnosn@wvmcc.org.

***Please attach a resume or curriculum vitae.***

Full Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City St Zip

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Emergency contact (name and phone number):  
\_\_\_\_\_

Current Employer: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title or Position Held: \_\_\_\_\_

I have previously worked with the Wenatchee Valley Museum: Yes: \_\_\_ No: \_\_\_

If yes, in what capacity? \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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I state that all of the personal information I have provided is true, to the best of my knowledge. I give the Wenatchee Valley Museum & Cultural Center permission to conduct a background and/or criminal history check

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer use only: Date received _____ W-4 _____ Employment Eligibility _____
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