



## The Tech Museum Summer Camps Position Description – Assistant Instructor

### Summary and Requirements

**Assistant Instructors** are typically college students or recent graduates who have the unique ability to motivate kids in the areas of science, engineering, and technology. They must combine a love for science and technology with teamwork, patience, energy, and a positive attitude. Assistant Instructors will help with teaching and management in and out of the classroom. Experience leading groups of kids entering 4<sup>th</sup>-8<sup>th</sup> grade is extremely helpful. Previous camp experience is a plus.

### Responsibilities

- Work closely with the Lead Instructor and fellow staff members to help with set-up, instruction, classroom management, and clean-up in labs
- Guide and motivate kids through hands-on science and technology projects
- Keep kids excited and inspired at camp
- Participate in camper check-in and check-out with a high level of enthusiasm
- Lead campers to classes and throughout the museum during class breaks
- Supervise lunch and lead activities for campers who stay for the full day
- Volunteer to lead at least three weeks of AM or PM Extended Care
- Additional responsibilities:
  - Weekly staff meetings, to occur from 4:15pm to 5:15pm after camp on Thursdays
  - Participate in two days of training before camp starts
  - Set up before camps starts
  - Pack up camp supplies at the end of the summer
  - Complete post-training, mid-camp, and end-of-summer evaluations
- Typical weekly hours (camp is in session from 9am to 4pm):
  - Monday: 8:00am – 5:00pm
  - Tuesday: 8:30am – 4:30pm
  - Wednesday: 8:30am – 4:30pm
  - Thursday: 8:30am – 5:15pm
  - Friday: 8:30am – 5:00pm

### Compensation

Assistant Instructors will be paid \$425 - \$525 per week of camp. Payroll is processed twice each month.