



The Tech Museum Summer Camps Position Description – Operations Coordinator

Summary and Requirements

The **Operations Coordinator** supports the Tech Director and an entire staff of exceptionally talented, fun, and dedicated educators at the Tech Museum Summer Camps. An organized, detailed-oriented, and passionate individual who is most likely a college graduate or upper-level college student, the Operations Coordinator will manage the day-to-day operations of the Tech Camps, both behind-the-scenes and sometimes in the classroom. The Operations Coordinator must have a desire to impact kids, past experience working with students in grades 4th through 8th, and a love for science, engineering, and technology. In this dynamic, creative, and fast-paced environment, he/she will develop skills in the realms of camp operations, project management, staff scheduling, problem solving, and leadership. The Operations Coordinator should be able to multi-task, take personal initiative, and be responsible, energetic, organized, and communicative.

Responsibilities

- Attend 2 days of staff training before camp starts
- Work with the Director team for a few days before camp begins for ongoing training and camp set-up
- Provide administrative and management support to the Director team through daily, consistent and clear communication
- Interact with camp families with a high level of enthusiasm to ensure a professional, positive, and memorable experience
- Assist fellow staff members with numerous daily tasks, some of which involve managing the campers, helping out in the classrooms, and assisting with check-in and check-out
- Coordinate with the Assistant Director to manage the following duties:
 - Prepare, manage, and maintain weekly camper paperwork and materials needed for camper check-in, check-out and extended care
 - Help facilitate in opening ceremonies, snack and lunch supervision, and camper check-in and check-out processes
 - Assist with set-up and clean-up before and after each camp day
 - Organize supplies for classes and purchase where needed
- Assist with other camp roles as needed
- Attend weekly staff meetings on Thursdays from 4:15pm to 5:15pm
- Participate in set-up on the weekend before camps starts
- Help pack up camp 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: 7:30am – 4:30pm
 - Tuesday: 8:30am – 4:30pm
 - Wednesday: 8:30am – 4:30pm
 - Thursday: 8:30am – 5:15pm
 - Friday: 8:30am – 5:00pm

Compensation

The Operations Coordinator will be paid between \$500 and \$600 per week of camp. Payroll is processed every two weeks.