

## **Galileo Summer Quest Minor Instructor Position Description**

### **Summary and Requirements**

**Minor Instructors** are upper level college students or college graduates who are experienced in their subject matter and confident in leading groups of kids in 5<sup>th</sup>-8<sup>th</sup> graders in a traditional and non-traditional educational setting. Minor Instructors will work with a set curriculum, lead a class of 16 campers through fun and engaging topics such as Jewelry Design or the Science of Explosions. They must embrace a love of learning, should be passionate about their subject matter, and excited to share that passion with middle school kids. They should also be flexible, patient, and ready to inspire a new generation of learners. Previous camp experience is a plus.

### **Responsibilities**

Learn a pre-determined curriculum and teach the 12.5 hours worth of curriculum twice daily over the 2 week course of the class

Organize and manage supplies for their class

Deliver approximately 3 hours per day of instruction in specialty area and assist in an additional 3 hours of instruction in a different subject

Make changes to curriculum during camp to improve or accommodate specific campers

Perform and manage daily set-up and clean-up of classroom and participate in overall campus cleaning and maintenance

Contribute to and participate in daily opening and closing ceremonies, all-camp activities, snack and lunch supervision, and camper check-in and check-out processes

Give casual feedback daily to parents regarding child's experience

Collaborate and cooperate with fellow staff members to provide an unforgettable camp experience for your campers – and yourself!

Additional responsibilities:

Attend weekly staff meetings, to occur from 4:00pm to 5:30pm after camp on Thursdays

Participate in two days of mandatory training on June 6 & 7, 2009

Participate in mid and end camp check-ins with Camp Director

Participate in one day of set up on the weekend before camp starts

Participate in one day of clean up the day after camp ends

Complete mid-camp and end-of-summer evaluations

Turn in curriculum at the end of camp with any revisions

Typical weekly hours (camp is in session from 8:45am to 3:30pm):

Monday: 7:45am – 4:30pm

Tuesday: 8:00am – 4:30pm

Wednesday: 8:00am – 4:30pm

Thursday: 8:00am – 5:30pm

Friday: 8:00am – 5:00pm

### **Compensation**

Instructors will be paid between \$425 and \$525 per week of camp (6 or 8 weeks depending on location) based on experience level and class topic. Payroll is processed twice each month.