



JOB DESCRIPTION

Job Title: Camp Teacher
Reports to: Director of Education
Classification: Non-Exempt
Date Updated: 03/19/24
Status: Full-time, temporary (seasonal)
Salary Range: \$17.00 per hour

Our Mission

The Modesto Children's Museum enriches the lives of all children by nurturing creativity, critical thinking, and a love for lifelong learning.

Our Values

As the premier institution serving children in California's Central Valley, we will be a beacon of curiosity, adventure, and child-centered learning. We will transform our community at large by providing an inclusive environment that promotes the healthy development of young minds through play. Our community's children deserve a place where they can feel welcome, be confident in who they are, and imagine all the possibilities for their future.

Position Summary

NOTE: This position requires full-time weekday availability June 3, 2024 to August 2, 2024 with an additional shift prior to June 3 for onboarding.

The Camp Teacher will support MoChiMu's mission and vision as a continuous point-of-contact for guests, and as the operational foundation of the museum's "Camp MoChiMu" education program. This front-of-house role will be primarily engaged with MoChiMu "campers" ages 5 through 10 in the delivery of a high-energy, day-long, drop-off "camp" program that includes science, technology, engineering, math, art, and performing arts curriculum. In addition, Camp Teachers will be responsible for facilitating camp drop-off, pick-up, parent communication, and other associated program logistics within MoChiMu operational policies and procedures.

This individual should be comfortable in a customer service-oriented, forward-facing work environment and able to portray the mission and vision of the museum. Experience with community engagement, and a passion for hands-on, experiential learning are essential. Camp Teachers will work as part of the Education team and support a strong culture that drives the organization to achieve excellence, scaffolding day-to-day operations to ensure that MoChiMu is a sustainable and enduring learning institution for years to come.

Essential Functions, Duties, and Responsibilities

Camp Lead (90%)



- Work approximately 90% of the 40-hour work week in front-of-house program delivery as a lead instructor for “Camp MoChiMu” – a full-day summer camp style experience.
- Practice excellent classroom management and behavior management as a lead adult in a day-long classroom-style experience with a dynamic group of students ages 5 to 11.
- Support the management of the day-to-day operations of Modesto Children's Museum and the Camp MoChiMu program, demonstrating safety, courtesy, inclusion, show, and efficiency.
- Support the management of the front desk around camp drop-off and pick-up procedures, ensuring that all guests are greeted warmly and receive excellent customer service.
- Monitor guest feedback and respond to complaints in a timely and effective manner.
- Support the implementation and assessment of procedures to improve guest services, including ticketing systems, feedback mechanisms, and event logistics.

Camp MoChiMu Logistics & Planning (10%)

- Organize, set-up, and maintain the appearance of camp classrooms, program materials, supplies, and equipment, thoroughly preparing and resetting for each day of camp
- Read, review, understand, and implement activity write-ups quickly and efficiently
- Adjust in real time to accommodate organizational and guest needs
- Ensure MoChiMu is clean and safe for all guests, including monitoring the facility for potential hazards and coordinating with maintenance contacts to address any issues.
- Collaborate with other departments, including advancement, finance, and operations, to ensure a seamless and enjoyable guest experience.
- Serve as an educator and program leader for Field Trips, Camp programs, “Celebrations” (i.e. birthday parties), and outreach as needed.

NOTE: The Camp Teacher role is anticipated to be scheduled 40 hours per week, but hours may fluctuate depending upon organizational needs. MoChiMu may need to cancel camps or an aspect of them due to any number of factors, including registration numbers. MoChiMu may, in its sole discretion, adjust the hours expected of the Camp Teacher role. In the event that any given week of camp is canceled, MoChiMu may, in its sole discretion, temporarily substitute Camp Teacher’s work hours in whole or in part with additional work on the floor or office.

General Functions, Duties, and Responsibilities

- Provide excellent financial stewardship for all MoChiMu educational resources, address all programmatic compliance issues, and maintain the transparency necessary for a community-based non-profit.
- Maintain a high level of knowledge about museum exhibits, programs, and events to answer guest questions and provide recommendations.
- Be a positive MoChiMu representative and assure the organization and its mission and programs are consistently presented in strong, positive ways to the internal team, partners, relevant stakeholders, the public, and media.
- Comply with all the MoChiMu policies and procedures, including but not limited to workplace safety, reporting work-related injuries, Infection Control, and preventing potential safety risks for staff, patrons, and others.
- Punctual and regular attendance is an essential responsibility of each employee at MoChiMu. Employees are expected to report to work as scheduled, on time, and prepared



to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

- Maintain a willingness to support MoChiMu and the team in other collaborative projects, museum needs, and roles outside the assigned job description.

Education and Experience

Education – A highschool diploma or equivalent is required. An associate or bachelor's degree is preferred.

Experience – Experience in childhood development, summer camps, or relevant disciplines is valued. Significant experience in a camp setting, a Children's Museum, or non-profit environment is strongly valued.

Knowledge, Skills, and Abilities

- Must be at least 18 years of age.
- Bilingualism is highly preferred.
- Ability to handle conflicts and challenges professionally and constructively.
- Ability to analyze processes and data and identify necessary improvements.
- Requires a high level of accuracy and attention.
- Passion for the organization's mission and values.
- Well-spoken and polished demeanor.
- Cultural sensitivity and demonstrated ability to work with diverse people groups.



Work Activities, Styles, and Requirements

Character: Exhibit honesty and integrity to foster a culture of trust and transparency within MoChiMu. Be forward-thinking, flexible, and creative, bringing energy and enthusiasm to MoChiMu. Exhibit grace, empathy, and compassion towards colleagues and visitors, promoting positive relationships and creating an inclusive environment. Be the navigator by addressing difficult situations with sensitivity, professionalism, and understanding throughout MoChiMu.

Leadership: Be a dynamic leader with a deep understanding of MoChiMu's mission and a commitment to providing an enriching experience for children and families. Think outside the box to leverage educational opportunities and maintain programs and exhibits that are fun, interactive, and educational. Promote a culture of kindness and respect, creating a positive and welcoming environment for all who visit MoChiMu.

Program Delivery: Understand and embrace MoChiMu's learning platform and educational strategies to engage visitors of all ages in developmentally-appropriate, experiential, hands-on, and inquiry-based learning across the museum, including in pre-developed programs such as workshops, stage programs, field trip programs, and other small and large group experiences..

Financial Management: Maintain accurate records of transactions at the front desk. Ensuring financial transparency is maintained and in line with company policy and procedures.

Communication: Be personable, compelling, and able to articulate MoChiMu's mission to diverse audiences. Show passion by representing MoChiMu, interact effectively with individuals and small groups by successfully delivering formal educational presentations to large audiences, and can tell MoChiMu's story.

Environmental Conditions

- Indoors in a typical museum environment approximately ninety-five percent (95%) of the time.
- Routine use of standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Frequently work at a fast pace with unscheduled interruptions.
- May occasionally move (walk or drive) from one work location to another.

Physical Demands

- Use one or two hands to grasp, move, handle, control, feel, and assemble objects, tools, or controls.
- Use fingers to grasp, move, or assemble small objects.
- Ability to walk, sit, stand, stoop, crouch, and climb stairs.
- Ability to move and lift up to 20 pounds.
- See the differences between colors, shades, and brightness.
- Visual Acuity (Far/Near).
- Talk or hear.
- Regular and Consistent Attendance.



Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: MoChiMu will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California’s Fair Employment and Housing Act.

EEO: MoChiMu is an equal-opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We celebrate diversity and are committed to creating an inclusive environment for all.

Certification: By signing below, I acknowledge receipt of this job description. I have been allowed to ask and receive answers to any questions regarding the job description. I fully understand this job description. I understand that my employer may revise this job description, at its sole discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed. I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:

I understand that employment with the Company is considered “at-will.” Neither the Company nor I am committed to continuing the employment relationship for any specific term. Either the Company or I may terminate the employment relationship at any time, with or without cause and with or without notice.

For an employee who is currently performing the job, please initial below:

I have reviewed the job description for my position, and it accurately reflects at least 95% of the work I do daily.

This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities:

Employee Signature

Date

Print Name

Supervisor Signature

Date

