
UNITY IN LEARNING



PARTNERSHIP CAMPS ASSISTANT

Job Title: Partnership Camps Assistant **Reports To:** Camp Partnerships Manager/Yankee Camp Director

Primary Location: Yankee Air Museum (Belleville, MI), Saint Clair County Community College (Port Huron, MI), and other partner locations in the greater Ann Arbor area

Terms of Employment

Partnership Camps Assistant must be available to work Monday through Friday (including some early mornings and later evenings), June 17, 2019 – August 30, 2019, and are required to attend a week-long training from June 9-14, 2019. The Partnership Camps Assistant will be paid an hourly rate starting at \$12/hour. The Partnership Camps Assistant may be required to work overtime during some weeks of camp. A start date in mid-May 2019 is negotiable upon hire.

Essential Duties

- Participate in a full week of paid staff training from Sunday, June 9-Friday, June 14, 2019.
- Plan and facilitate 6 weeks of science-themed camps targeted for youth ages 7-13, including some off-site trips at the Yankee Air Museum Location.
- Plan and facilitate 5 weeks of off-site science-themed camps targeted for youth of 7-13 at partnership camp locations including Saint Clair Community College and other partner sites in the Ann Arbor area.
- Act as the point of contact for staff and families during bus transportation, pick-up, and drop-off at the Yankee Air Museum.
- Serve as on-duty staff during overnight and camp-out programs.
- Provide high quality customer service to campers, parents, and community partners.
- Care for, maintain, and develop high-quality program supplies and equipment; Maintain cleanliness and safety of all program and office spaces.
- Ensure safety of site, activities, and participants; report any accidents, injuries, and safety concerns as required by camp licensing guidelines. Deliver first-aid and emergency care as necessary according to certification.
- Effectively communicate and coordinate with all members of the camp team to ensure overall success of camp programming; Complete necessary camp paperwork.
- Provide direction and coaching to assigned high school volunteers.
- Work in all weather conditions.
- Other duties as assigned.

Required Qualifications

- Must be at least 21 years of age.
- Have a minimum of one year cumulative full-time experience working with preschool- and elementary-age children.
- Have a minimum of 10 weeks (one season) full-time administrative experience in an organized camp or

similar program.

- Demonstrate proven experience in leadership, youth supervision, mentorship, and program administration.
- Be willing and able to learn and execute all statutes and rules regarding camp licensing.
- Current certification or ability to be certified in community first aid and CPR for the professional rescuer or as a wilderness first responder in order to serve as a health officer at camp.
- Able to receive a clean [criminal background check](#), [central registry clearance](#), and three positive references (from non-relatives) prior to being hired.
- Valid Michigan driver's license and proof of clean driving record.
- Computer literacy on a Microsoft-based platform, Google Docs; Ability to learn Z2Systems Neon and CampDoc.
- A strong and active interest in learning and personal growth, including the ability to conduct self-assessment and to give and receive feedback with colleagues.
- One or more of the following:
 - Enthusiasm for sports and physical activity, especially leading others in sporting activities
 - Ability to play a musical instrument(s) and willingness to play with/in front of kids; Willingness to learn and sing songs in a group.
 - Certified as a Lifeguard, Early Childhood Educator, or Interpretive Guide (through NAI).
 - Knowledge of physics, aviation, technology, engineering, or other applicable science.
- Ability and willingness to work outside in all weather conditions, walk long distances and on uneven terrain, and lift at least 50 pounds.
- Ability and willingness to work in an environment which includes exposure to environmental allergens including, but not limited to, dust, mold, pollen, live birds, insects, and other animals, and unvaccinated individuals.
- Highly organized, flexible, self-directed, able to multitask, and possessing a strong work ethic; able to work quickly and efficiently with a positive attitude both independently and as part of a team.
- Ability and willingness to effectively communicate with diverse audiences.
- Positive and enthusiastic attitude.

Desired Qualifications

The more of these qualifications you possess, the stronger your application will be, but lack thereof does not rule you out of a position as long as you meet the above stated requirements.

- Previous experience working with youth.
- Experience and ability to work well independently and as part of a team.
- Bilingual in English and Japanese, Korean, or Mandarin
- Demonstrated public speaking skills and ability to communicate with enthusiasm.
- Computer literacy on a Microsoft-based platform.
- Strong organizational skills.
- Bachelor's degree or two years of experience in camps, education, interpretation, STEM fields, recreation or a related field.

How to Apply:

Only online applications are accepted: <https://www.lesliesnc.org/camps/camp-jobs> Applications are reviewed on a rolling basis with preference given to those who apply early. You will need the following materials to complete your application:

- Your preference for which group interview day you would prefer to attend—Sunday, March 17 or Saturday, March 23). There is a place to indicate this on the application form.
- Contact information for three references that are persons unrelated to the applicant (including phone and email)

- A current resume (PDF only)
- Answers to these four short-answer questions (300 words or less per answer, PDF only)
 1. What inspired you to apply for a position as a Unity in Learning Summer Camp Educator? What would you hope to learn or achieve in this role?
 2. The Partnership Camps Assistant is responsible for teaching camp, as well as coaching staff and teen volunteers, managing logistics, communicating with campers' families, and serving as a substitute for the Yankee Camp Director if necessary. Describe a work or volunteer experience that demonstrates the skills and/or characteristics you have that will make you an effective Partnership Camps Assistant. (Max. 300 words)
 3. Describe a past situation in which you had a conflict with a friend or coworker, or an employer or an authority of some kind (teacher, parent, coach). What was the conflict? Who was involved? What did you do? What was the outcome? What did you learn from the situation?
 4. What is the point of summer camp? What is a Partnership Camps Assistant's role in fulfilling the purpose of summer camp?

What is Unity in Learning?

Unity in Learning is a ground-breaking partnership between [Ann Arbor Hands-On Museum](#), [Leslie Science & Nature Center](#), and [Yankee Air Museum](#) that provides a unique path to hands-on discovery, exploration of the natural world, and experiences that take flight. Camp programs will be held at the Leslie Science & Nature Center in Ann Arbor and at Yankee Air Museum in Belleville.