



## Camp Manager Application

For Office Use Only: Date Application Rcv'd: _____ Approval: _____
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IMAG History & Science Center is hiring a Camp Manager for our onsite summer camps. As the Camp Manager, you will be responsible for overseeing 3 onsite summer camps for Grades 1-2, Grades 3-5, and Grades 6-8 and 1 offsite camp for Grades 3-5. Applicants will complete a general application and submit a resume to be considered for an in-person interview.

**Core Responsibilities:** Serves as a camp manager for 3 onsite camp classes and 1 offsite camp; supervises 4 camp teachers, 4 club teachers, 1 camp assistant and numerous camp volunteers (junior camp assistants); organizes lunch orders each day; assists with pre and post camp set up/clean up; assists with processing payments for camps, shirts, lunches, and before/after care; serves as the contact person for camp families; handles behavior issues, injuries, and illnesses with campers; and covers sign in each day for camp. Also serves as a substitute camp teacher as needed.

**Job Requirements:** Bachelor's degree and teaching experience in STEM or history subject areas preferred, but related job experience can be substituted. Currently be employed with a local school district or charter organization preferred. Strongly prefer after school or camp management experience. First Aid & CPR certifications preferred. Must have a vehicle, able to drive, and have a clean driving record.

### Compensation:

Weekly compensation of \$650, based on a 41.5/hr. week (7:45am-4:15pm Mon-Thurs and 7:45am-5:30pm on Fri). Pay will be prorated for missed hours/days.

### Mandatory Training Dates:

General Training/Orientation is May 21<sup>st</sup>, 2022 from 9:30-12:30pm. At the general training, we will go over camp policies and procedures, tour of the museum and classrooms, and meet the Junior Camp Assistants assigned to your camps. If you are unable to attend, you will be provided with a virtual training option instead.

The Camp Manager will also be required to complete one-on-one training with the Senior Director of Awesome prior to starting the position. The Camp Manager will start their position a minimum of 2 weeks prior to camp to help prepare camp and stay on at least one week after camp to help close up camp.

Camp Level	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	6/6-6/10	6/13-6/17	6/20-6/24	6/27-7/1	7/5-7/8	7/11-7/15	7/18-7/22	7/25-7/29	8/1-8/5	8/8-8/12
Onsite Camps	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30	8:00-5:30
Offsite Camp	N/A	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	N/A

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Current School of Employment \_\_\_\_\_

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Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
 What is your current teaching background, please include subjects and grade level?  
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What experience do you have managing after school and summer camp programs?  
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What educational experience do you have? Please attach a resume.  
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