



## MUSEUM of NORTHERN ARIZONA

**Title:** Discovery Summer Camp Assistant  
**Department:** Education  
**Status:** Temporary, non-exempt, part-time position  
**Supervisor:** Discovery Manager  
**Dates:** July 11-29

**Position Description:** The Discovery Summer Camp Assistant is responsible for assisting the lead educator. They are responsible for organizing materials, set-up, clean-up, supervision of children ages 5-12 and available to assist lead educator as needed.

**Major Tasks and Responsibilities:**

- Assist Lead Educator in developing a positive and educational environment
- Attend to the safety and educational needs of students
- Assist Lead Educator in maintaining classroom control
- Assist Lead Educator in supervising NAU student volunteers
- Attend staff training prior to the start of camp
- Arrive at least 15 minutes prior to start of class and stay 15 minutes after daily
- Must assist Lead Educator in thorough classroom cleaning at the end of the class

**Education and experience requirements:**

- High school diploma, AA degree; preferred but not required
- Possesses a valid driver's license and clean driving record
- Ability to obtain First Aid/CPR certifications prior to the class start date
- Experience developing or assisting in educational programming preferred

**Abilities, Skills, and Knowledge:**

- Must be able to follow and relay directions clearly and concisely
- Must be able to supervise and work well with others and children
- Must be on time and reliable for entire week commitment
- Ability to communicate with children and adults

**Working conditions:** Generally indoors and outdoors, Monday through Friday, 8:30 a.m. -4:00 p.m. unless otherwise specified.

**Must be able to** lift 20 pounds, walk moderate distances, and work well with children

**Job contingent on satisfactory passing a background security check**

**To apply**, send a cover letter, resume, and three references to Jill Thomas at [employment@musnaz.org](mailto:employment@musnaz.org)

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

**Deadline for application materials:** May 20, 2022

**Position starts:** July 11, 2022 and ends July 29, 2022

The Museum of Northern Arizona is an Equal Opportunity Employer.