



Title: Discovery Summer Camp Assistant – 3 hires needed for 1-4 weeks
Department: Education
Status: Contract position - \$17.00/hour
Supervisor: Education Manager
Dates: July 10-August 4

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 at the end of camp.
- 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 a clear 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.

Other Requirements:

- Must be fully vaccinated for COVID-19.

Working conditions: You will work for 1-4 weeks, based on need and number of children enrolled in the camps. You will be working 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 and resume, to Jill Thomas at 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 19, 2023

Position starts: July 10, 2023 and ends August 4, 2023

We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.