



**Intern Position Job Description- Department:** Community Engagement – Museum Camps

**Job Title:** Spring Museum Camps Intern

**Purpose:** Spring Museum Camps Interns will get hands-on experience in developing activities and lesson plans for an informal education setting, specifically Museum Camps. Interns help to keep program materials and supplies organized and easy to access. Interns will take part in preparing materials and supplies for Spring Break Museum Camps. During Spring Break Camps (March 26 – 30 and April 2 – 6) assist with supervision and teaching of campers, as well as administrative duties (such as paperwork organization).

**Dates:** February 5 – April 13

**Location:** Geier Collections Research Center, 760 West Fifth St, Cincinnati, OH and Satellite Camp Locations

**Key Responsibilities:**

- Prepare and organize materials, supplies and snacks for Museum Camps. Assist on shopping trips for supplies when necessary.
- Brainstorm activities for camps and assist with the creation of lesson plans.
- During Spring Break Museum Camps:
  - a. Support Museum Camp instructors and coordinators during Monday check-in and organize paperwork every Monday. Help daily drop-off and pick-up procedures.
  - b. Ensure that instructors receive a lunch break and supervise campers while giving breaks to instructors.
  - c. Guarantee Museum Camps attendees' safety by adhering to Cincinnati Museum Center's policies and holding instructors to safety standards. This includes the close monitoring of children during lunch time, recess, on field trips, at offsite locations and throughout the camp day. All medical conditions should be kept in mind during activities.



- d. Serve as an instructor at both before care and after care as needed.
- Attend all Museum Camps training sessions.
- Other duties as assigned.

**Requirements:**

- Possess High School Diploma.
- A degree, or working towards a degree in education, archaeology, paleontology, history, art, theatre, chemistry or related field preferred.
- Certified in First Aid/CPR or willing to become certified.
- Experience working with children in an informal or formal education setting.
- Must possess an outgoing personality and interact with children well.
- Must have strong leadership skills.
- Experience working in day camps is a plus.
- Knowledge of Cincinnati Museum Center is a plus.

**Reports To:** Kelsey Enderle, Manager of Public Programs

**Dress Code:** Casual – Business Casual

**Age Requirement:** Over 18 years old - Student should be a currently-enrolled undergraduate or graduate student.