



Intern Position Description

Department: Community Engagement – Museum Camps

Job Title: Summer Museum Camps Intern

Purpose: Summer Museum Camps Interns will work at Museum Camps throughout the summer (both at Cincinnati Museum Center and at offsite locations) and will assist Coordinators with supervision and teaching of campers and organizing paperwork, materials and supplies.

Dates: May 21–August 10, 2018

Location: Cincinnati Museum Center, 1301 Western Ave., Cincinnati, Ohio, and Geier Collections Research Center, 760 West Fifth St., Cincinnati, Ohio, and satellite camp locations

Key Responsibilities:

- Prepare and organize materials, supplies and snacks for Museum Camps. Assist on shopping trips for supplies when necessary.
- Help with morning meetings when at off-site locations or when necessary at Union Terminal.
- Support Museum Camp instructors and coordinators during Monday check-in and organize paperwork every Monday. Help daily drop-off and pick-up procedures.
- Ensure that instructors receive a lunch break and supervise campers while giving breaks to instructors.
- Guarantee Museum Camps attendees' safety by adhering to Cincinnati Museum Center 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.
- Work in camps during days when extra hands are needed. Help with activities and lesson plans. Interact with and help campers.
- 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

Benefits:

- Free admission to museums
- Free admission to special exhibitions
- Free parking at Cincinnati Museum Center
- Discounts at food and beverage locations
- Discounts on tours, programs and events

Dress Code: Casual – Business Casual

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