



Position Title: SPARKAMP Assistant

Date of last update: March 30, 2022

SPARK's Mission

SPARK's Mission is to enrich the lives of young learners by creating shared, interactive experiences that engage people of all ages in the joy of play, the power of learning, and a sense of community.

Position Summary

SPARKAMP Assistants will ensure that campers experience a positive learning environment while in the classroom and while in our exhibits. SPARKAMP Assistants will assist the Camp Leaders in facilitating programming during camp.

SPARKAMP assistants must be available during the following dates between the times of 8:30am and 5:00pm:

June 7 - 9

June 20 - 23

June 27 - 30

July 18 - 21

August 1 - 4

Supervision Summary

This position does not have any direct supervision of other staff. This position reports to the Operations & Visitor Services Manager and their camp leader and is a non-exempt, part-time position averaging between 10-30 hours/week during the weeks of camp.

Major Responsibilities and Essential Functions:

Essential Functions:

- Create a meaningful experience for all campers by providing a positive, welcoming and enriching environment.
- Assist with preparing activities and projects to ensure daily camp programs are presented and executed.
- Assist with delivering educational programs
- Help set and maintain expectations for camp rules and behaviors
- Assist Camp Leader in daily cleaning of camp room
- Communicate with parents, visitors, and non-camp staff
- Ensure proper check-in, check-out, and lunch procedures are followed each day
- Provide proper supervision of campers while on museum floor

Representatives of SPARK

- Contribute to the overall positive image and success of SPARK through assisting with marketing memberships, programs, and events
- Maintain a professional appearance and demeanor
- Work positively and collaboratively with all other SPARK employees and volunteers

Other responsibilities and expectations:

Exhibit an approachable demeanor and willingness to go above and beyond
Team player attitude and desire to make a difference in children's lives through play

Other responsibilities as needed.

Education and experience:

Must be 15 years of age or older

Some leadership experience preferred

Experience working with children ages 5-10 years old in group settings

Bilingual or ability to speak other languages is a plus

Knowledge, Skills & Abilities Required:

- 1) Positive, friendly, outgoing, and energized when interacting with people
- 2) Ability to work cooperatively as part of a team
- 3) Ability to problem-solve with creative thinking skills
- 4) Hardworking and willing to go above and beyond to get a job done
- 5) Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, visitors, and general public

Physical Demands:

- 1) Audio, visual, and verbal functions are vital aspects to performing this position
- 2) A majority of time is spent sitting, standing, and walking
- 3) Some lifting is necessary (weights of objects rarely exceed 25 pounds)
- 4) Movements such as stooping, and kneeling are sometimes required

Environmental Demands:

- 1) The workday is primarily spent indoors.
- 2) Occasional outdoor activity may be required

Other Requirements:

- 1) Reliable attendance, timely, and organized
- 2) Some after-hours work, including weekends, may be required for special events

This job description is not intended to be all-inclusive of every function that may be required to be performed by the person in this position. The employee will also perform other reasonable related duties as assigned by the supervisor or other management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Management reserves the right to change job responsibilities, duties and hours as the need prevails either formally, informally, either verbally or in writing. This document is for management communication only and is not intended to imply a written or implied contract of employment.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____