



School Break Camp Contract Counselor

About the Indiana State Museum and Historic Sites:

The Indiana State Museum and Historic Sites (ISMHS) is a statewide museum system with 12 locations, including a central museum based in Indianapolis. Our mission is to serve as a catalyst for information lifelong learning that connects the stories of real people, places, and things. Our values are Inclusion, Integrity, Stewardship, and Transparency. First among our strategic priorities is to engage and serve an expanded and diverse audience through transformative experiences: Collections. Exhibits. Programs.

Purpose of Position/Summary:

Indiana State Museum is seeking School Break Camp Contract Counselors to assist with kindergarten through 6th grade school break camps within the Programs and Education Engagement department. This contract position will work from 7:45 am-5:30 pm on scheduled days. Camp is scheduled March 24-28, 2025 and March 31-April 4, 2025. The hourly pay is \$16.73.

Responsibilities Include:

- Assist with the leading camp activities and encouraging youth in hands-on activities. Modify program activities as needed to better meet camper needs.
- Assist with preparation of materials and coordinating supplies for camp activities.
- Supervise kindergarten through 6th grade campers and follow disciplinary procedures when needed; report disciplinary issues to the camp manager or director immediately.
- Mentor and encourage creativity, exploration, and a hands-on, minds-on learning environment with campers.
- Model leadership, a positive attitude, and a desire to learn and explore with campers.
- Assist with set-up/clean-up of activities including before/after camp games and activities.
- Assist with evaluation of activities and share feedback with the camp program manager.
- Provide a safe environment for play, learning, and discovery with campers.
- Other duties as assigned.

Job Requirements:

- High school diploma required.
- Experience working with school-aged children required.
- Strong communications skills with school-aged campers.
- Exhibit excellent public speaking skills, enthusiasm and creativity while interacting with visitors of all ages and abilities.
- Collaborative personality and a team player.
- Ability to maintain campers' safety and wellbeing.
- Ability to maintain a professional appearance and attitude.
- Ability to work 7:45 am-5:30 pm on scheduled days during the weeks of March 24-28, 2025 and March 31-April 4, 2025.
- **This is a temporary position.**

Physical effort:

- Educators must move within the classroom.
- Educators must assist set up of tables, chairs, and program supplies.
- Educators work primarily inside the museum building with recess outside for 30 minutes, weather permitting.
 - Some camps include offsite visits within walking distance.

This position reports directly to the Camp Program Manager and works closely with Program and Education Engagement staff. To apply, please email a resume and cover letter to Indiana State Museum's Camp Program Manager, Joe Lembo at ismcamps@indianamuseum.org.