

Summer Camp Contract Educator

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 and 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:

The Indiana State Museum is seeking Contract Educators to lead 1st – 8th-grade summer camps within the Programs and Education Engagement department. This position will work from 7:45 am – 5:30 pm, Monday through Friday. This position will lead 1 to 3 weeks of camp the weeks of June 2, 2025– June 27, 2025, and July 7, 2025 – August 1, 2025. Will also work a single day from May 27, 2025 – May 30, 2025. Mandatory training dates are May 10, 2025, and May 17, 2025. The Contract Educators will be paid a weekly flat fee of \$900.

Responsibilities Include:

- Lead camp activities and encourage youth learning through Indiana State Museum-prepared camp lesson plans and hands-on activities.
- Assist with the preparation of materials and coordinating supplies for camp activities.
- Directly supervise incoming 1st-8th grade campers and follow disciplinary procedures when needed; report disciplinary issues to the camp manager or director immediately.
- Guide and supervise part-time camp counselors and model appropriate interactions with campers.
- 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 innovate with campers.
- Assist with set-up/clean-up of activities including before/after camp games and activities.
- Provide a safe environment for play, learning, and discovery with campers.
- Other duties as assigned.

Job Requirements:

- High school diploma required. Teaching experience in formal or informal education settings preferred.
- Experience working with school-aged youth.
- Strong communication skills with school-aged youths.
- Exhibit excellent public speaking skills, enthusiasm, and creativity while interacting with campers, camp families, and visitors of all ages and abilities.
- Collaborative personality and a team player.

- Ability to effectively handle multiple tasks.
- Ability to maintain campers' safety and well-being.
- Ability to maintain a professional appearance and attitude.
- Ability to work 7:45 am – 5:30 pm, Monday through Friday. This position will lead 1 to 3 weeks of camp the weeks of June 2, 2025– June 27, 2025, and July 7, 2025 – August 1, 2025. Will also work a single day from May 27, 2025 – May 30, 2025. Mandatory training dates are May 10, 2025, and May 17, 2025.
- **This is a temporary position.**

Physical effort:

- Educators must move within the classroom.
- Educators must assist with the 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 Team at ismcamps@indianamuseum.org.