



**Job Title:** Summer Camp Counselor

**Job Location:** Wings Over the Rockies Air & Space Museum  
7711 E. Academy Boulevard, Denver, Colorado, 80230-6929

**FLSA Status:** Part time, Seasonal

**Salary:** \$10/hr

**Job Summary:** Lead groups of up to 15 students in aviation and aerospace guided activities. Prepare and clean-up materials each day. Sign in campers when they arrive and release them to verified adults at the end of the day.

### **Tasks, Duties, and Major Responsibilities**

#### **Assistant Summer Camp Coordinator Duties:**

- Supervising sign-in and sign-out greeting parents at the door
- Leading activities
- Supervising children
- Making sure each child is accounted for at all times
- Setting up and cleaning up activities
- Maintaining a safe environment
- Reporting all issues (no matter how small) to Summer Camp Coordinator
- Supervising lunches and snacks
- Making sure children are signed in and out by guardians every day
- Attending mandatory Staff Trainings
- Interacting with campers and engaging them in the activities
- Wearing your camp shirt and appropriate pants/shorts and shoes
- Being aware of camper medical conditions, keeping them confidential, and reporting all medical concerns or issues to the Summer Camp Coordinator
- Other tasks as they arise

**This job description is not all-inclusive and may be added to verbally or in writing by the employee's supervisor.**

**Relationships:** Job holder reports to the Summer Camp Coordinator and Assistant Summer Camp Coordinator.

#### **Job Skills Requirements**

- Self-motivated, energetic, outcome-oriented individual who demonstrates strong interpersonal skills
- Ability to take initiative and work creatively
- Excellent organizational and planning skills
- Communicates clearly, verbally and in writing
- Ability to work independently as well as part of a team
- Ability to deal professionally and sensitively with a diverse audience
- Ability to handle a number of projects and prioritize work

- Commitment to social inclusion
- Communicate clearly with the Summer Camp Coordinator and collaborate interdepartmentally

**Working Conditions:** Wings is an air and space museum and operates in a 70-year-old hangar. Environmental conditions may vary. Standard work days and hours will be Monday through Sunday, 8:00 AM to 5:00 PM, hours in addition to normal work hours may be requested, including during evenings and weekends. This position may require you to lift or pull upwards of 40 pounds.

