

TITLE: Discover Camp Intern

Reports to: Volunteer Programs Manager

POSITION: Part-Time 19 hours per week (Stipend available through UNTDallas)

Desired Availability: Monday, Tuesday, Friday, and an occasional Saturday from 8:00am-2:00pm

Summary of Responsibilities and Essential Job Functions:

Our Discover Camp Intern will play a pivotal role in creating memorable and enriching experiences for children attending our summer camps. The Discovery Camp Intern will be responsible for overseeing all aspects of ConnCTEEN participants placed with our camps. This includes ensuring safe and engaging interactions between teens and campers while fostering a positive and inclusive environment. The Discover Camp Intern would be the direct point of contact between educators and teens. Alongside the Corporate Partners intern, the Discovery Camp Intern would support in planning catered lunches, teen weekly recognitions, and attend and facilitate parts of orientation. This role requires strong organizational skills, leadership abilities, and a genuine passion for working with children.

Essential Job Duties and Responsibilities:

- Oversee daily operations, including check-in/out procedures, scheduling, and teen assignments.
- Maintain inventory of supplies and equipment, ensuring they are adequately stocked and in good condition.
- Assemble age-appropriate activities, workshops, and events to engage and entertain campers.
- Create a well-rounded schedule that includes educational, recreational, and creative activities.
- Ensure that all activities align with camp objectives, safety standards, and regulatory
- Other duties as assigned

Required Qualifications:

- Proficient working knowledge of network computers and various software programs including Excel, Word, Outlook and Power Point is required.
- High School diploma

Preferred Qualifications:

- Interest in Volunteer Management, Education, Social Work, and/or Community Psychology

Personal Characteristics:

- The Discovery Camp Intern shall demonstrate competency in all of the following -
- Ethical Behavior – understand ethical behavior in business practices and ensure that personal behavior and behavior of others is consistent with these standards and is aligned with the values and mission of the Museum of Nature & Science.
- Relationship Building – establish and maintain positive working relationships with

others, both internally and externally, in order to achieve and represent the goals and ideals of the Museum and the volunteer program.

- Effective Communication – Speak, listen and write in a clear, concise, thorough and timely manner using appropriate grammar and effective communication tools and techniques.
- Customer Service- Focus on customer service, foster teamwork and serve as a positive influence for others.

Working Conditions:

The Discover Camp Intern is in an office environment, but effective completion of the duties outlined may require them to travel to non-standard workplaces, within a reasonable distance.

Required to stand, bend, stretch, occasionally lift and carry 15-20 pounds, and may occasionally walk long distances.