



Science and Discovery Center

232 N. Michigan Ave • Beulah, MI 49617 • (231) 383-4095 • DiscoverCognition.org

Camp Leader 2023 Job Description

Hours/ Rate: 21-30 hours per week, \$15/hr starting, up to \$18/hr at 1st review

Supervisor: Kimmee Miller, Executive Director/Camp Director; Assistant Director

Job Overview: The Camp Leader (CL) will oversee and support educating and inspiring children to learn and explore different topics/concepts in a dynamic way. The individual will learn about and understand the outlined camp subject matter in order to best help design and facilitate projects and planned activities in a fun day-camp setting. The CL will be the lead “teacher” and the leader of the other Camp Counselors (CC’s) and support their needs, as CC’s lead small groups of up to 20 youth campers. The CL will ensure that CC’s are guiding groups through pre-planned discussions, hands-on activities, art projects, outdoor explorations, snack/lunch breaks, and games; and supplement where help is needed. Project setup and teardown will also be required. CL will be a positive ambassador for COGNiTiON and a respectable role model while working with CC’s, campers, and their families.

Qualifications: High School completion and some college instruction or equivalent training/experience in Education, Recreation, or related field of study preferred. Must be 18 yrs or older. Strong peer/team leadership, communication, and interpersonal skills are required. An upbeat disposition, outgoing nature, and positive attitude are ideal characteristics. Background check is required.

Duties and Responsibilities:

1. Will have a strong working knowledge and/or ability to learn basic elementary science concepts.
2. Will oversee project prep and implementation of camp activities, directing and assisting CC’s as needed.
3. Will encourage participants to explore all learning opportunities related to camp subjects, and support students that need extra assistance.
4. Will easily adapt to the needs of a diverse range of campers representing a range of ages, backgrounds, learning styles, and abilities; and demonstrate good problem solving skills.
5. Will attend pertinent trainings, follow directions described in Cognition’s “Day Camp Policies and Procedures” document, and will participate in camp planning.
6. Will lead assigned CC’s and the campers on scheduled days of day camp. (June-August 2021).
7. Will ensure all program materials are in order and prepared for the day, help CC’s prepare and transition into the next activities, and problem solve as needed.
8. Will supervise and assist CC’s and campers and make sure the center’s materials and exhibits are used properly and areas are cleaned up after activities.
9. Will maintain a high level of professionalism and responsibility while supervising CC’s and campers and representing the organization.
10. Will complete all other tasks assigned by the supervisor.

KM: 12/27/22