



## Galileo Summer Quest Lead Instructor Position Description

### Summary and Requirements

**Lead Instructors** are college graduates and professional educators who are experienced in their subject matter and confident in leading groups of kids in 5<sup>th</sup>-8<sup>th</sup> graders in a traditional and non-traditional educational setting. It is possible that talented graduate students could be hired in this capacity. Lead Instructors will work with a set curriculum in a non-traditional subject such as Go-Kart Making or Fashion Design, lead a class of 16 campers, and take overall ownership for child and parent satisfaction with their specific class. They must embrace a love of learning, should be passionate about their subject matter, and excited to share that passion with middle school kids. They should also be flexible, patient, and ready to inspire a new generation of learners. Previous camp experience is a plus.

### Responsibilities

- Learn a pre-determined curriculum and deliver approximately 6 hours per day of instruction in specialty area—totaling 25 hours of teachable curriculum over the two week camp.
- Organize and manage supplies for their class
- Make changes to curriculum during camp to improve or accommodate specific students
- Collaborate with Assistant Instructors and help them become better instructors and educators through teamwork and supervision
- Perform and manage daily set-up and clean-up of classroom and participate in overall campus cleaning and maintenance
- Contribute to and participate in daily opening and closing ceremonies, all-camp activities, snack and lunch supervision, and camper check-in and check-out processes
- Give casual feedback daily to parents regarding child's experience
- Collaborate and cooperate with fellow staff members to provide an unforgettable camp experience for your campers – and yourself!
- Additional responsibilities:
  - Attend weekly staff meetings, to occur from 4:00pm to 5:30pm after camp on Thursdays
  - Participate in two days of mandatory training on June 6 & 7, 2009
  - Train Assistant Instructors in your curriculum area
  - Participate in mid and end camp check-ins with Camp Director
  - Participate in one day of set up on the weekend before camp starts
  - Participate in one day of clean up the day after camp ends
  - Complete mid-camp and end-of-summer evaluations
  - Turn in curriculum at the end of camp with any revisions
- Typical weekly hours (camp is in session from 8:45am to 3:30pm):
  - Monday: 7:45am – 4:30pm
  - Tuesday: 8:00am – 4:30pm
  - Wednesday: 8:00am – 4:30pm
  - Thursday: 8:00am – 5:30pm
  - Friday: 8:00am – 5:00pm

### Compensation

Instructors will be paid between \$700 and \$800 per week of camp (6 or 8 weeks depending on location) based on experience level and class topic. Payroll is processed twice each month.