



The Tech Museum Summer Camps Position Description – Lead Instructor

Summary and Requirements

Lead Instructors are professional educators who are experienced in their subject matter and confident in leading groups 4th through 8th graders in a traditional or non-traditional educational setting. Talented graduate students could also be hired in this capacity. Lead Instructors will develop or refine their class' curriculum, lead the class, and take overall ownership for customer satisfaction. They should embrace the Design Challenge methodology and work well with their fellow instructors and staff members. Lead Instructors should be serious and passionate about their subject matter but also flexible, patient, and fun with the campers. Lead Instructors must have a Bachelor's degree; previous camp experience is a plus.

Responsibilities

- Develop and/or refine 15 hours of curriculum in their specific topic area for appropriate grade levels
- Manage supply list development and supply purchasing for class
- Deliver approximately six hours of instruction per day (two 3-hour sessions) in their specialty area
- Make changes to curriculum during camp in order to improve overall class or to accommodate specific campers or a changed timeline
- Collaborate with Assistant Instructors and Summer Interns and help them become better instructors and educators through teamwork and leadership
- Perform and manage set-up and clean-up of labs
- Participate in camper check-in and check-out with a high level of enthusiasm
- Give meaningful feedback to parents regarding child's camp experience
- Additional responsibilities:
 - Weekly staff meetings, to occur from 4:15pm to 5:15pm after camp on Thursdays
 - Participate in two days of training before camp starts
 - Train Assistant Instructors and Summer Interns in curriculum area
 - Set up before camp starts
 - Pack up class supplies on the last day of class
 - Complete post-training, mid-camp, and end-of-summer evaluations
 - Turn in revised curriculum at the end of camp
- Typical weekly hours (camp is in session from 9am to 4pm):
 - Monday: 8:00am – 5:00pm
 - Tuesday: 8:30am – 4:30pm
 - Wednesday: 8:30am – 4:30pm
 - Thursday: 8:30am – 5:15pm
 - Friday: 8:30am – 5:00pm

Compensation

Instructors will be paid between \$700 and \$800 per week of camp based on experience level and class topic, a \$100 - \$400 curriculum stipend, and a \$25 - \$300 supply purchasing stipend. Payroll is processed twice each month.

Class Availability

We are currently looking for Lead Instructors for the following classes: Inventor's Workshop, Science of Sports, Junior Surgeons, Lego Robotics (Beginning and Advanced), Coasters and Contraptions, Digital Photography, Animation Sensation, Computer Programming, Filmmaking, Web Architects, and Junior M.D.