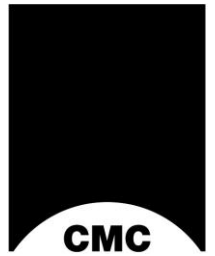


## Intern Position Description



**Department:** Community Engagement and Programs – Museum Camps

**Intern Title:** Summer Museum Camps Intern

**Purpose:** Summer Museum Camps Interns will work at Museum Camps throughout the summer (both at Cincinnati Museum Center and at offsite locations) and will assist Coordinators and Instructors with supervision and teaching of campers and organizing paperwork, materials and supplies.

**Background:** Cincinnati Museum Center's Museum Camps inspire students in grades kindergarten through eight to learn more about the world through educational, engaging and meaningful experiences. From dinosaurs to roller coasters, pop culture to robotics, and space to toy making, Museum Camps cover a wide variety of topics through week- and day-long camps.

**Location:** Cincinnati Museum Center, 1301 Western Ave., Cincinnati, Ohio, and satellite camp locations.

### Key Responsibilities:

- Prepare and organize materials, supplies and snacks for Museum Camps. Assist on shopping trips for supplies when necessary.
- Help with morning meetings when at off-site locations or when necessary at Union Terminal.
- Support Museum Camp instructors and coordinators during Monday check-in and organize paperwork every Monday. Help daily drop-off and pick-up procedures.
- Ensure that instructors receive a lunch break and supervise campers while giving breaks to instructors.
- Guarantee Museum Camps attendees' safety by adhering to Cincinnati Museum Center policies and holding instructors to safety standards. This includes the close monitoring of children during lunch time, recess, on field trips, at offsite locations and throughout the camp day. All medical conditions should be kept in mind during activities.
- Work in camps during days when extra hands are needed. Help with activities and lesson plans. Interact with and help campers.
- Attend all Museum Camps training sessions.
- Other duties as assigned

### Requirements:

- Possess High School Diploma.
- A degree, or working towards a degree in education, archaeology, paleontology, history, art, theatre, chemistry or related field preferred.
- Certified in First Aid/CPR or willing to become certified.
- Experience working with children in an informal or formal education setting.
- Must possess an outgoing personality and interact with children well.
- Must have strong leadership skills.

## Intern Position Description

- Experience working in day camps is a plus.
- Knowledge of Cincinnati Museum Center is a plus.

**Reports To:** Kim Martin, Manager of Museum Camps

**Length of Appointment:** May 21-August 16, 2019

**Benefits:**

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

**Dress Code:** Casual – Business Casual

**Age Requirement, if any:** Over 18 years old.

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- currently enrolled as an undergraduate student
- have graduated within the past year
- are currently enrolled in graduate school