



<b>Job title</b>	Camp Coordinator
<b>Reports to</b>	Director of Education
<b>Status</b>	Part-Time Variable Hour, Hourly, Non-exempt
<b>Direct Reports</b>	None
<b>Pay Rate</b>	\$18 per hour, 880 Total Hours Per Year

### Job Summary

The Camp Coordinator plays a crucial role in executing youth programming throughout the year. This includes Strawbery Banke Museum’s summer camp programming, camps during local school vacation weeks, and assisting with school visits and home school classes as needed.

Using Strawbery Banke’s buildings, collections, landscapes and written resources, the Camp Coordinator promotes the Museum’s mission to share the ongoing history of a seaport neighborhood, celebrating the lives of ordinary individuals and the value of community by helping campers engage with the past. This position incorporates narratives and viewpoints from diverse individuals and communities in their work. This involves a willingness to explore histories from the perspectives of marginalized groups, considering their experiences, struggles and contributions, and recognizing how race, gender, class, sexuality, and other factors intertwine in shaping historical events and people’s lives.

### Duties and Responsibilities

Camp Prep (25 hours per week - approximately 12 weeks)

- Develop familiarity with interpretive topics and historical timeline of Strawbery Banke Museum
- Create age appropriate activities that are both educational and engaging and adhere to an assigned theme
- Complete lesson plans and a camp outline to maintain a record of camp activities
- Develop contingency plans for weather-related disruptions or other unforeseen issues that might affect camp operations
- Gather supplies and materials needed for each activity and do a test run to be certain of success with campers
- Plan and schedule field trips, guest speakers, and other special events related to the camp's theme
- Maintain an inventory of camp materials and equipment
- Correspond with camp families regarding upcoming programming
- Participate in annual and ongoing training to build professional knowledge in historical content, interpretive techniques, and educational theory
- Develop evaluation methods for both campers and parents following attendance of camp programming

Camp (40 hours per week - approximately 14 weeks)

- Communicate with parents and guardians to provide information about the camp program, including schedules, expectations, and safety protocols. Address any concerns or questions from parents and provide updates on camper progress and camp activities
- Lead implementation of lesson plans for each program
- Help to ensure the welfare and safety of campers and collections
- Maintain accurate records of camp attendance, activities, and incidents
- Collect and analyze feedback from campers, parents, and staff to improve future camp programs
- Ensure compliance with all relevant laws, regulations, and museum policies, including health and safety standards
- Provide first aid and manage any emergencies that may arise during camp activities

Additional Duties

- Provide excellent customer service and relations to deliver an outstanding visitor experience
- Maintain a professional demeanor; comply with stated personnel policies, cultivate good relations with colleagues; and represent the Museum in a positive light
- Work punctually on a tightly timed schedule
- Other duties as assigned by the Director of Education

## Qualifications

- Education background required
- Museum Education background preferred
- Experience working with children required
- Must be able to pass a background check consisting of criminal background and sex offender registry
- Knowledge/interest in American history, especially New England culture and history preferred
- Ability to work enthusiastically with all children regardless of age and ability
- Ability to read, remember, and transmit accurate content according to interpretive goals
- Sound judgment in response to challenging situations
- Positive Attitude and ability to build respectful working relationships
- Current first aid and CPR/AED certification or ability to obtain certification (paid for by the Museum)

## Requirements of all Strawberry Banke Museum Staff:

SBM is committed to fostering a workplace that is truly equitable, inclusive, and accessible for a diverse group of staff, volunteers, and visitors. As such, it is an essential requirement that every SBM staff member:

1. Exhibit a positive, collegial attitude and ability to work cooperatively with others at all levels of the organization including direct reports, colleagues, supervisor, volunteers, and visitors of all ages, abilities, and cultural backgrounds;
2. Actively contribute to an organizational culture of empathy, dignity, trust, and respect. Each person at SBM agrees to proactively prevent and address issues such as unconscious bias, harassment, gender disparity, racial inequity, political divisiveness, and barriers to accessibility; and
3. Foster inclusive and engaging interactions, accommodate safety and comfort needs and requests, and to provide the best visitor experience possible. Staff members equally share the responsibility of immediately addressing a deficiency, and/or, notifying the appropriate department or supervisor to address any situations.

## Strawberry Banke Museum Staff Norms:

SBM is committed to fostering a supportive and safe work culture. Through a series of training sessions in 2022-2023, staff collectively established and approved the following norms:

1. We will set and acknowledge boundaries that foster a healthy work/life balance
2. We will help and support each other to create psychological safety and trust

3. We will welcome different viewpoints, values, and ideas in solving organizational problems
4. We will proactively, honestly, and constructively create clear expectations regarding communication with all potential stakeholders
5. We will hold ourselves and each other accountable in executing mutually agreed upon decisions

### **Working Conditions**

Work is performed indoors and out, in locations that may be hot, cold, dusty, or drafty.

Physical stamina sufficient to maintain an attentive posture for several hours, to respond quickly to visitors' needs, and to otherwise fulfill the requirements of assigned tasks as needed. Sufficient mobility is required to traverse uneven grounds and dirt roads on a timed schedule, to use steps and/or ramps, and in some assignments, to lift, carry, and use objects such as hearth cooking equipment, firewood, weaving apparatus, etc.

Must be physically and mentally able to perform the essential functions of the position, with or without reasonable accommodations.

### **About Strawberry Banke Museum**

Strawberry Banke Museum is a living history museum located in the heart of historic Portsmouth, New Hampshire. Dedicated to preserving and interpreting the history and culture of the Puddle Dock neighborhood, the museum showcases a diverse collection of restored buildings, exhibits, and landscapes spanning more than four centuries. As one of the oldest and best-preserved neighborhoods in the United States, we are frequently lauded as one of the most important open air history museums in the country.

#### **Mission Statement:**

*To promote understanding of the lives of individuals and the value of community through encounters with the history and ongoing preservation of a New England waterfront neighborhood.*

#### **Vision Statement:**

*We bring history and people together for delight, discovery, and learning.*

#### **Strategic Framework:**

*Strawberry Banke Museum:*

- A place to learn,
- A place to gather,
- A place to preserve.

#### **Core Values:**

*In order to create the best possible experience, SBM prioritizes the following core values, which are integral to the success of the museum, and the organization's commitment to the greater community that we serve.*

- Authenticity
- Engagement
- Inclusivity
- Innovation
- Integrity
- Sustainability

### **Equal Opportunity Statement**

*Strawberry Banke Museum is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, marital status, national origin, ancestry, religious creed, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or*

*mental disability, genetic information (including testing and characteristics), crime victim status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. SBM is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.*

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*Job descriptions are subject to change over time; Strawberry Banke Museum reserves the right to modify the above job description as necessary to accommodate the evolving needs of the organization.*