Job Title: Day Camp & Education Counselor Intern

You will lead camp participants in some of the museum’s incredibly popular summer day camps. You will be responsible for instructing the campers as they participate in theme-related activities, crafts, games, nature and creek walks, and visits to the historic areas of Pinecrest Village. You will create a fun, inclusive, respectful learning environment that inspires campers to learn from the past and to appreciate how the past influences us today and into the future.

Counselor Roles and Responsibilities:
- Provide exciting, exceptional leadership as you guide a camp group to their activity stations. You will help the interpreter at the activity station in assisting the campers in their activity.
- Counselors typically have groups of between 6 – 12 camp participants. Counselors assist the interpreters in teaching crafts, skills, games, and activities that relate to the camp’s theme
- Perform appropriate work, indoors and outdoors, in conditions consistent with the museum’s historical time periods and the day camp activities, and within the variation of Wisconsin’s climate.
- Maintain a professional demeanor at all times, including during interactions with campers, parents/guardians, co-workers, volunteers, and the general public.
- Help prepare activity and craft supplies before camp begins daily, and clean up areas daily after camp
- Be responsible for the safety of all camp participants.
- Communicate proactively and productively as needed with the MCHS program coordinator to touch base with camp participants’ parents/guardians, via telephone, email and in person.
- Read all required manuals, resources, and training materials. Attend all required trainings and meetings.
- Assist with developing, modifying, evaluating, and/or implementing changes to camp programming as needed and directed by the program coordinator.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Consistent attendance is an essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Experience and a love of working with of youth in an informal educational setting, such as, but not limited to tutoring; working at other summer camps; babysitting; leading church camps; working in classrooms as part of an education class; etc.
- Exceptional customer service skills, with a “can do” mentality; able to present a professional image over the telephone and in person
- Self-management skills, self-confidence, and a strong work ethic
- Exemplary communication skills, both verbal and written, and including active listening
- Interpersonal relationship and team building skills
- Love working in a dynamic, fast-paced, team-oriented workplace
- Attention to detail, with a flexible mindset, and the ability to multi-task
- Creative, analytical, and problem-solving skills that allow for last minute changes
● Able to perform work outdoors, sometimes in adverse conditions (heat, rain)
● Able to perform physical tasks such as walk long distances over uneven ground and through a creek, retrieve camp supplies from storage shelving, lift up to 30 pounds, and ability to stand for extended period of times

Position Hours: Multiple positions are available. • 12 weeks from May 20 – August 13, 2022. Training occurs between May 20 and June 3; summer camp runs June 6 – August 12, 2022. No camp on Monday, July 4, 2022. • Averages 30 hours per week. Most hours occur Monday – Friday. However, may also include working Saturdays or evenings, which will be scheduled well in advance; examples include the annual “Day Camp Kick-Off Event,” held in late May, and the “Camp Clean Up Day” on Saturday, August 13, 2022. o Position One: Hours generally occur Monday – Friday, from 7:45 a.m. – 2:00 p.m. o Position Two: Hours generally occur Monday – Friday, from 11:00 a.m. – 5:15 p.m.

Additional Information
● Manager: Program Coordinator
● FLSA Salary Classification: Associate, non-exempt, seasonal
● Wage: $8 per hour
● Availability: Life as a Pioneer Summer Camp (4 days – July 11 to 14, 2022). Training occurs before camp. Averages 28 hours for the week. Most hours occur Monday – Thursday, between 8:30 and 3:30. However, may also include working Saturdays or evenings, which will be scheduled well in advance.

How to Apply: Send or mail in a museum employment application to Programs@ManitowocCountyHistory.org.

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