



JOB POSTING

Position Title: BMS Assistant Camp Coordinator

Status: Seasonal, Temporary
Part-time/Non-exempt

Department/Division: BMS Programs

Schedule: Monday-Friday, June 30-August 29

Reports To: BMS Interim Camp Coordinator

Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historic organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

Summary of Position:

The Assistant Camp Coordinator's role is to support the BMS Interim Camp Coordinator in overseeing the Museum's Discovery Camp programs including program implementation, managing seasonal staff, coordinating camp schedules, and ensuring the safe operation of camp programs and activities in accordance with Department of Health policies. The Assistant Camp Coordinator provides support for Museum Discovery Camp seasonal staff and campers enrolled in the Museum's Summer Discovery Camp programs. The Assistant Camp Coordinator will work collaboratively with the Interim Camp Coordinator, Facilitators of Learning, and other counselors to provide memorable and engaging experiences and a safe and fun summer for all campers.

This position requires a friendly and positive individual who is energized by supporting a team of ten camp staff and enjoys working with children ages 3 - 14. The ability to be adaptable, proactive, and problem-solve is key along with leadership skills. To maintain a safe environment, the BMS Assistant Camp Coordinator is responsible for familiarizing themselves with the Museum's Department of Health Camp Safety Plan and adhering to the Department of Health Children's Camp and other camp guidelines at all times.

This is a seasonal, temporary position that will be regularly scheduled to work up to 37.5 hours per week beginning Wednesday, June 25, 2025 and end no later than Friday, August 29, 2025. Candidates must be available to attend mandatory training on Friday, June 13 and Friday, June 20 from 9a.m. - 4p.m. Preference will be given to candidates who are available to work all nine weeks of camp. This season's camp dates and themes can be found on the Museum's website at sciencebuff.org/programs/discovery-camps/.

Essential Responsibilities:

Under the direction of the Interim Camp Coordinator, assist in the coordination of all aspects required to guarantee success of BMS Discovery Camp programs, including but not limited to:

- Provide support to the Programs team in developing daily activity plans and schedules.
- Ensure the smooth facilitation of the annual inspection by the Erie County Department of Health for the Museum's DOH Camp Permit.
- Assist in the training, scheduling, and management of seasonal camp staff
- Coordinate with the Interim Camp Coordinator and Camp Health Director to ensure that the camp's medical procedures and responsibilities are consistently followed.
- Communicate with appropriate camp staff any allergies, medical conditions, and specific notes on each camper from the parents/guardians (i.e., food and environmental allergies, asthma, special needs, etc.) while maintaining security of camper health and personal information.
- Assist in supervising day-to-day Discovery Camp functions to maintain a safe and fun environment for all campers by following all Buffalo Society of Natural Sciences policies and procedures, as well as standards set forth by the New York State Health Code and Erie County Department of Health.
- Serve as a substitute/stand-in Discovery Camp Counselor in the event of illness or scheduling conflicts.
- Additional duties as assigned.

Education, Experience, Skills, and Qualities Required:

- High school diploma or equivalent required.
- Working toward a degree in a science or education related field, preferred.
- Experience in children's camps, preferred.
- Experience supervising or training a plus.
- Experience working and communicating with children 3-16 yrs of age.
- Enthusiastic, outgoing, patient, and flexible.
- Must have excellent customer service skills and demonstrate impeccable professionalism and discretion.
- Excellent communication skills with coworkers, camp parents/guardians, and campers, including written and over the phone.
- Ability to deal with emergencies calmly and responsibly.
- Possess leadership qualities that encourage cooperation and teamwork.
- Strong time management and teamwork skills.
- Ability to work independently and as a team member.
- Have good character, integrity, adaptability and be a creative problem solver.
- Strong computer skills and ability to learn new computer systems with ease.
- Dress in branded, laundered, clean, or other BSNS approved clothing.

Physical Demands:

- Communicate effectively with small and large groups
- Move frequently throughout the Museum and around outdoor areas adjacent to the Museum
- Lift and transport up to 20 pounds of program materials with the assistance of a wheeled cart

To Apply:

The hourly rate for this position is \$19.00 per hour. Interested candidates should send cover letter and resume to careers@sciencebuff.org. Include "BMS Assistant Camp Coordinator" in the subject line.

Equal Opportunity Employer:

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.