



JOB POSTING

Position Title: BMS Interim Camp Coordinator

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

Department/Division: BMS Programs

Schedule: Monday-Friday, May 21 - Sept 9, 2025

Reports To: BMS Programs Manager

Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tiff 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 BMS Interim Camp Coordinator oversees the Museum's summer 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 intent of the position is to cover a planned leave of absence of the BMS Camp Coordinator during the 2025 summer Discovery Camp season. The BMS Interim Camp Coordinator will work collaboratively with the BMS Camp Coordinator (prior to their leave and upon their return) and other staff 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 leading 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 management and leadership skills. To maintain a safe environment, the BMS Interim 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 temporary position that will begin on Wednesday, May 21, 2025 and end no later than Tuesday, September 9, 2025. The candidate will be regularly scheduled up to 37.5 hours per week for the duration of the role. This season's camp dates and themes can be found on the Museum's website at sciencebuff.org/programs/discovery-camps/.

Essential Responsibilities:

- Works with the BMS Camp Coordinator (prior to their leave) and the BMS Programs Manager to recruit and hire seasonal BMS Camp Counselors.

- Provides supervision and leadership to the Assistant Camp Coordinator and BMS Camp Counselors.
- Reviews and approves timesheets for the Assistant Camp Coordinator and BMS Camp Counselors.
- Communicates and coordinates with the Volunteer Manager for the recruitment and supervision of volunteers needed for camp.
- Responsible for the wellbeing and quality of experience for the campers.
- Ensures classrooms, other spaces, and camp materials are safe, clean, and organized.
- Helps the seasonal camp staff adhere to BSNS policies and procedures.
- With the BMS Camp Coordinator (prior to their leave) provides training for seasonal camp staff including ensuring that all counselors and volunteers complete their required training before the start of camp.
- Maintain awareness of allergies, medical conditions, and special considerations of each camper (i.e., food/ environmental allergies, asthma, autism, ADHD) and ensure the appropriate camp staff are aware of these considerations.
- Communicate safety concerns with the BMS Program Manager and Director of Operations.
- Bring any major issues, including camper conflict, health and safety issues, immediately to the attention of the BMS Programs Manager and/or designated staff member, when applicable.
- Introduce, enforce, and role model all rules for expected behavior of camp staff, volunteers, and campers.
- Ensure groups follow daily schedule including staff breaks for a smooth operation of the entire Discovery Camp program.
- Provide mediation between campers and resolve major issues as they arise.
- Serve as the primary staff member to communicate with parents/guardians when necessary.
- Follow BSNS and Department of Health camp guidelines at all times.
- Additional duties as assigned.

Education, Experience, Skills, and Qualities Required:

- Minimum of a bachelor's degree in science, education, or a related field
- Minimum of one season of experience in a camp setting
- Experience supervising staff, preferred
- 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
- 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 \$20.00 per hour. Interested candidates should send cover letter and resume to careers@sciencebuff.org. Include "BMS Interim 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.