



**MUSEUM of
NORTHERN
ARIZONA**

Celebrating the Colorado Plateau

A National Medal winner, the Museum of Northern Arizona (MNA) has been celebrating the Colorado Plateau's natural and cultural heritage since 1928. Our 200-acre research campus includes a Museum showcasing the geology, anthropology and art of the region as well as state of the art research and collections facilities. MNA's renowned and award-winning Heritage Festivals of Arts & Culture (Zuni, Hopi, Navajo, and Celebraciones) draw thousands of national and international visitors. The Museum works in collaboration with native peoples of the region to protect and foster their cultures, traditions, and beliefs by encouraging artistic expression and supporting, empowering, and educating visitors about their art and culture.

Title: Discovery Summer Camp Extended Care Person

Department: Education

Status: Temporary, Part-Time, Non-Exempt

Supervisor: Discovery Manager

Position Description: The Discovery Extended Care position is responsible for the safety and well-being of children arriving early and staying late from the summer camp programs. You are responsible for organizing materials, planning activities and crafts, clean-up, and interacting with the students.

Major Tasks and Responsibilities:

- Supervise and plan after camp activities for children
- Attend to the safety and educational needs of students
- Maintain classroom control
- Attend staff training prior to the start of camp
- Arrive at least 15 minutes prior to start of Morning care
- Responsible for thorough classroom cleaning at the end of the day

Education and experience requirements:

- High school diploma, AA degree; preferred but not required
- Possesses a valid driver's license.
- Must be at least 21 years of age to drive per insurance regulations
- Ability to obtain First Aid/CPR certifications prior to the class start date
- Experience developing or assisting in educational programming preferred, but not required

Abilities, Skills, and Knowledge:

- Must have experience and enjoy working with children
- Must be able to relay directions clearly and concisely
- Must be able to supervise and work well with others
- Attention to detail
- Ability to communicate with staff and parents



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Working conditions: Generally indoors/outdoors, Monday through Friday, 7:45-9:00 AM and 1:00-5:00 PM unless otherwise specified.

Must be able to walk moderate distances, and work well with others

Job contingent on satisfactory passing a background security check

To apply, send a cover letter and resume to discovery@musnaz.org

Email is the preferred method of application submission.

Deadline for application materials: May 25, 2017

Position starts: June 5, 2017

Position ends: July 28, 2017

The Museum of Northern Arizona is an Equal Opportunity Employer.