

The Columbus Museum is seeking a seasonal Summer Camp Coordinator for the 2025 Summer Camp program. Under the general supervision of the Youth and Family Programs Manager, the Summer Camp Coordinator provides logistical support to all camp instructors and assistant instructors to ensure that Columbus Museum guidelines, safety policies and procedures are being followed. Camp coordinator will support camp staff during the summer season while working to ensure a fun and safe space for campers and camp staff.

Essential Duties:

- Ensure camp operations are running smoothly by remaining in contact with camp staff
- Ensure all supplies are on hand for each week of camp and submit requests for supplies
- Maintain camp attendance and enrollment data
- Work with camp families to answer any questions and resolve any issues
- Maintain a high level of communication with parents, camp instructors, assistant instructors, and Museum staff
- Serve as assistant instructor during Pre-K half-day camp and in the afternoons during full day camps
- Work with camp staff to install weekly end-of-camp exhibitions
- Display a high level of motivation, integrity, customer service and professionalism

Minimum Qualifications

- Must commit to entire program dates, including pre-camp training and post-camp clean up (May 29-August August 5)
- Prior experience working with children in formal or informal educational settings
- Ability to provide superior customer service

Compensation for this position is \$13 per hour. For full-day camps the position runs from 8:30 AM-5 PM, half-day camp week as well as pre- and post-camp hours are 8:30 AM-1:30 PM. To apply, please submit a cover letter and resume to [jsouth@comuga.org](mailto:jsouth@comuga.org) by 5 PM, March 14, 2025