



SAN DIEGO MODEL RAILROAD MUSEUM

Position Summary

The San Diego Model Railroad Museum's Summer Camp Assistant is an integral part of delivering Summer Camp programming to the community under the guidance of the Education Department Manager. The Summer camp assistant works with department leadership to ensure summer camp programming runs smoothly by preparing materials, helping to facilitate and monitor programming to improve outcomes and success of Summer Camp programs.

Duties and Responsibilities

- Help lead and facilitate summer camp activities.
- Coordinate with parents and railroad clubs to confirm day-to-day camp schedule.
- Monitor education inventory and storage; setup of day-to-day education department needs.
- Communicate with other museum staff regarding education needs.
- Other duties as assigned.

Qualifications

- Experience with child education in a professional setting.
- Ability to work both on a team and independently.
- Highly organized.
- Experience with youth education and program management.
- Bilingual English / Spanish is highly desirable.
- Medium physical ability: Ability to physically stand, use stairs, and lift up to 26-50 pounds.
- Background check is required.

Skills

- Professional attitude with strong interpersonal skills and an ability to work with a diverse variety of individuals.
- Excellent written and oral communication skills.
- Experience with Windows -based software.
- Intermediate Microsoft Office Suite computer skills.

Job Type





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- Part-time, seasonal, temporary position
- 20 hours per week, Monday – Friday (8:30AM-12:30PM)

Salary

- Hourly position: \$16.85/hr

Benefits

- Employee discount

