



KID Museum Summer Camp Operations Support

About KID Museum

KID Museum is the region's pioneering experiential museum and educational makerspace. We empower the next generation with the skills to invent the future. Through hands-on programming for kids and youth (ages 4-18), we challenge young people to be active makers, who harness their creativity, curiosity and compassion to build a better world. We design and deliver programs across the full continuum of learning for kids in pre-k through high school in partnership with educators and schools. Our onsite programs and community events encourage families to learn and explore together, engage kids in driving their own learning, and support educators in the classroom. We are deeply committed to equity, diversity, accessibility and inclusion, and prioritize reaching students underrepresented in STEM with transformative learning experiences that unlock opportunity for personal and economic growth.

Through partnerships with local public and independent schools, we support students and teachers in developing new skills and the "mind of a maker." This philosophy embodies the mindset that we believe is necessary for the next generation to successfully compete in an increasingly diverse, interconnected, and rapidly changing workforce. For more information, please visit www.kid-museum.org.

Position Overview

KID Museum is seeking an individual to join our summer camp operations team. You will work closely with the Museum's Visitor Services and Operations team to support the administration of programming for children ages 7 – 14 in the Museum's popular maker-based [Summer Day Camps](#) at its two Bethesda sites: 3 Bethesda Metro Center and Davis Library. Summer camp programming covers 8 weeks across a 10 week period starting June 20th until August 25th.

In this seasonal role you will support the daily operations and frontline experience of campers and their families at KID Museum. You will be responsible for assisting KID staff with summer camp logistics, coordination and administration. The successful candidate will have demonstrated experience and passion for customer service and operational efficiency in the nonprofit or social service fields.

Candidates are expected to work a minimum of 8 weeks of Summer Camp. Summer Camp programming runs Monday - Friday, 8:00 a.m. to 4:30 p.m. Each 8.5 hour day includes a half-hour lunch break and 2 shorter breaks throughout the day. Preference will be given to candidates who can work the full 10 weeks of Summer Camp.

Essential Job Functions

- Assist with day-to day operations, including answering phones and email inquiries.
- Assist with drop-off and pick-up of campers.
- Care for and engage with campers during lunch and snack time.
- Direct visitor inquiries and issues to the appropriate staff or department to ensure resolutions in a timely manner.
- Support educators with camp set-up and clean-up.
- Assist with facilities management, including light cleaning, room usage and maintenance.
- Ensure that the Museum's rules and safety protocols are followed by visitors and program participants.
- Perform general clerical duties including photocopying, filing, and data entry.
- Successfully complete other duties as assigned.

Minimum Qualifications

- Excellent verbal and written communication skills and ability to effectively communicate with a wide variety of audiences including children, parents/caregivers and community members.
- Knowledge CRM systems preferred but not required.
- Strong administrative skills; good research, planning, and organizational skills; strong work ethic and follow-through; excellent attention to detail.
- Strong interpersonal skills; good judgment, initiative, and resourcefulness.
- Flexible/able to adapt to changing needs, projects and priorities.
- Proficiency in the MS Office suite and Google Workspace.

If interested please submit your cover letter and resume to careers@kid-museum.org for consideration.

Diversity, equity, accessibility and Inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.