



2018 PAID INTERNSHIP POSTING

Job Title: Day Camp Intern

Department: Education

Reports to: Day Camp Coordinator

Supervises: Junior counselor volunteers (1-2 per week of camp)

Schedule: 37-40 hours per week, **May 21 – August 11, 2018**
8:15 - 4:45 daily, Monday through Friday, and 2 Saturdays- June 30 & August 11

SUMMARY:

Day Camp Counselor Interns assist Living History Farms in achieving its mission: to educate, entertain, and connect people of all ages to Midwestern rural life experiences.

You must really enjoy kids of all ages, as this position involves working with groups of day camp youth on a combination of crafts, activities, visits to historic areas, and games as the youth participate in a week-long themed history camp. Counselors and campers spend a majority of their time outdoors.

RESPONSIBILITIES:

As part of the internship, students will be asked to...

- Lead programming weekly for groups of 8 – 12 camp participants
- Teach crafts, skills, games, and activities that relate to the camp theme
- Work with and supervise 2 high school-aged volunteer junior counselors
- Prepare activity and craft supplies daily, and clean-up after each day's camps
- Ensure the safety of all youth participating in camp
- Communicate as needed with camp participants' parents/guardians
- Assist with set-up of day camp location
- Actively participate in required camp staff meetings
- Read assigned materials, complete assigned papers and projects, and attend academic seminars, in order to successfully complete all requirements for earning academic credit
- Perform appropriate work, primarily outdoors, in a variety of conditions consistent with the historical time period and the day camp activity, and within variations of Iowa's climate
- Maintain a professional demeanor at all times, including during training sessions, when interacting with other museum staff, and when interacting with camp participants' parents, guardians, and family members
- Assist the camp coordinator with developing, conducting, and evaluating camp activities
- Perform other duties as needed and assigned

QUALIFICATIONS and SKILLS:

Applicants must be classified as a sophomore or above to apply.

The successful candidates will...

- Have experience working with youth
- Possess excellent communication (verbal and written) skills
- Demonstrate a positive willingness to learn, and a "can do" mentality

- Approach situations with creative, analytical and problem-solving skills
- Demonstrate exceptional customer service skills
- Enjoy working in a dynamic, fast-paced, team-oriented workplace
- Be comfortable working outdoors, sometimes in adverse conditions (heat, rain)
- Be able to perform physical tasks (lift 50 lbs.) with physical mobility
- Have experience with computer programs, such as the Microsoft Office package
- Successfully pass a criminal background check
- Possess a high school diploma or GED

Position status and benefits:

- Classified as temporary, part-time hourly, non-exempt, with **hourly wage of \$6.35**
- Six hours of college credit through Graceland University tuition free
 - In order to receive the credit, the intern must successfully complete all required internship assignments, including a group project
 - Fees associated with tuition paid by Living History Farms
 - Intern must pay for transfer of college transcript to his or her original school
- Reviews will occur after first 45 days and at completion of the internship
- Interns will also receive:
 - A general introduction to the fields of informal education and museum studies
 - An overview of the types of careers available in the museum field
 - Job-specific training, relating to the intern’s assigned work locations
 - Consistent supervision from the museum’s staff
 - Constructive and timely feedback, in a mentoring situation
 - Valuable experience working with youth
 - A chance to see classroom theories in a real world setting

TO APPLY:

Download, complete, and return **official intern application** (available at www.lhf.org), along with **resume, three references, and cover letter** stating what you hope to gain from this internship, to:

Daniel Jones, Education Director
 Living History Farms
 2600 – 111th Street
 Urbandale, Iowa, 5322.

DEADLINE TO APPLY:

All application materials must be received by **NOON on Friday, February 23, 2018.**

We will select candidates to interview, with interviews taking place in early March. Applicants must be classified as a sophomore or above to apply.

QUESTIONS:

Please contact Daniel Jones, Education Director & Internship Coordinator, at 515-278-5286 ext. 157, or via e-mail at djones@lhf.org.

GENERAL INFORMATION:

Living History Farms’ Summer Day Camp sessions run Monday – Friday. Campers are at camp from 9:00 – 4:00 daily. Each day camp group will spend one day during the week at a different historical site at the 500 – acre, open – air museum. Camp activities include games, crafts, and projects that reflect the various time periods: 1700 (Native American), 1850, 1875, and 1900.

Living History Farms' Day Camp program is accredited by the American Camp Association (ACA), the only nationwide organization that accredits all types of organized camps. ACA accreditation verifies that a camp has complied with up to 300 standards for health, safety, and program quality.

Visit <https://www.lhf.org/events-and-programs/day-camps/> for more details about day camp.

Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1875 town. More than 100,000 guests visit Living History Farms annually, one third of who are associated with school visits or educational programs. The season typically runs approximately May 1 - October 15. For more information, please visit www.lhf.org.

Living History Farms is a Character Counts!(c) organization.

Posted: 12/27/17