



## Position Description

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**Job Title:** Summer Camp Intern

**Team:** Education

**Location:** One Manhattan Square, Rochester, NY 14607

**Scheduled Hours:** Part time; less than 29 hours per week

**Reports to:** Lead Camp Counselor

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### **Position Summary:**

The museum's internship program provides opportunities for participating in all aspects of museum work within dynamic teams and interacting with staff across the institution and the public. The program offers an educational and operational experience, as well as the opportunity to build a network of professional contacts. As one of the country's largest history museums and one of the leading museums serving families, The Strong places the highest priority on providing outstanding service to its guests. The museum offers programs and activities for individuals of all ages to learn about the power and importance of play in their lives.

We are seeking two summer camp interns to join our team for the upcoming season. The interns will work under the supervision of senior summer camp counselors to make camp an educational, enjoyable, and safe environment for elementary school age campers. This position requires a dynamic, outgoing, and energetic individual who can effectively engage and oversee a group of children in various activities and is able to work a flexible schedule.

All museum staff and interns are expected to cooperate with one another in furthering the museum's general objectives and in completing museum projects. Similarly, all staff and interns consistently maintain a positive and enthusiastic attitude, act with integrity and in accordance with the highest ethical standards, and demonstrate a loyalty to the museum in all public contacts. Guests and colleagues deserve our best efforts every day.

### **Essential Duties:**

The specifications described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in the supervision of campers throughout daily activities and ensure program areas are safe for current activities. Model proper use of materials and supplies.
- Provide a quality experience to camp attendees. Understand the importance the museum places on extraordinary guest service and treat everyone with dignity and respect.

- Follow instructions from senior counselors, whether written or verbal, and ask clarifying questions as necessary.
- Maintain a high level of physical and verbal energy and have a positive attitude about all camp activities.
- Effectively handle campers' needs, questions, and concerns in a manner consistent with museum service goals. Seek support from senior camp counselors as necessary.
- Maintain situational awareness and respond quickly and effectively in matters involving the safety of people. Identify and report any potential risks.
- Cooperate with the vice president for education and public programs and education staff in the execution of activities and programs.
- Identify and act on opportunities to help and support the efforts of coworkers as appropriate.
- Participate in the set-up and take-down of camp activities.
- Maintain health, safety, and cleanliness in program areas.
- Restock and maintain inventory of craft and activity supplies as needed.
- Report to work on time, as scheduled.
- Publicly support team decisions, even if they conflict with personal opinions.
- Participate in collaborative discussions, meetings, and projects for various education initiatives.
- Participate in all required museum training.

#### **Summer Camp Schedule:**

- July 6, 2026 – August 7, 2026 (5 weeks)
- Monday – Friday 9 a.m. – 4 p.m.
- Drop-off 8:45 a.m. – 9:15 a.m.
- Aftercare available 4 p.m. – 5 p.m.
- We have two positions available with different daily schedules:
  - Schedule 1: Monday – Friday, 8:30 a.m. – 4:30 p.m.
  - Schedule 2: Monday – Friday, 9 a.m. – 5 p.m.
- Both interns will start the week of June 29, 2026

#### **Core Values:**

These are embedded in all roles within the museum. Employees must have the ability to demonstrate, understand, and apply our workplace values.

- **Respect:** We treat guests and each other with fairness and respect. We celebrate differences as well as similarities. Our behavior is marked by courtesy, patience, compassion, and acceptance. We serve with honesty and integrity, and we expect trust and loyalty in return.
- **Focus:** We share a special sense of purpose based on the museum's mission. We take pride in our dedication to common goals and commit all our talents and efforts to achieving them.
- **Excellence:** We strive consistently for excellence and seek continual improvement in all that we do. Each of us takes responsibility for achieving outstanding quality and, in return, our accomplishments are recognized and rewarded.

- **Community:** We foster community within and outside the museum through an atmosphere of collaboration, cooperation, and collegiality. Teamwork and flexibility lead to esprit de corps and effective public service.
- **Fun:** We are friendly, enthusiastic, inquisitive, and creative. We strive to ensure that the museum is always welcoming, fresh, vibrant, and filled with engaging imagination and fun.
- **Diversity:** We are inclusive. We embrace and honor cultural diversity while highlighting common experiences. We engage people of many backgrounds and interests. We commit to making our facility, exhibits, and programs reflective of and accessible to guests of all abilities, ages, economic statuses, ethnicities, gender identities, national origins, races, religions, sexes, and sexual orientations.

**Physical Demands:**

While performing the duties of this position:

This position regularly requires the ability to work in various positions, including stooping, standing, walking, bending over, sitting, kneeling, and squatting for extended periods of time; the use or operation of objects, tools or controls; and the ability to talk and hear. This position requires the ability to lift, pull, push, and carry up to 25 pounds to complete assigned job tasks.

Must be able to work in a fast-paced environment that requires patience, focus, and diligence.

**Pre-Employment Requirements:**

Must consent to and pass a drug screen and criminal background check as conditions of the internship.

**Disclaimer:**

The position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern. Within reason, duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice. Interns are expected to accept reasonable assignments whether or not they are specifically included in this position description.

**Equal Opportunity Statement:**

The Strong is an equal opportunity employer. It is the policy of The Strong to provide equal employment opportunity to all persons without regard to gender, sexual preference, age, race, color, religion, genetic information, national origin, disability, military, or marital status. This policy of nondiscrimination applies to all aspects of the employment relationship, including but not limited to: recruitment, selection, advancement, compensation, benefits, layoff, recall, transfer, and termination.