

## **Summer Camp Coordinator (part-time, seasonal)**

Two Mississippi Museums

Hourly rate: \$20

The Mississippi Department of Archives and History is seeking an experienced educator to lead a new summer camp program at the Two Mississippi Museums. This position is responsible for designing and delivering four weeks of engaging, high-quality camp experience for students.

### **Essential Responsibilities:**

- Develop and implement a comprehensive summer camp curriculum.
- Manage logistics, including materials preparation, scheduling, and coordination with museum staff.
- Oversee enrollment and registration processes.
- Communicate with parents to provide essential information and ensure a smooth camp experience.
- Supervise and schedule camp staff, ensuring proper training and support.
- Oversee daily camp operations, including setup, cleanup, and camper check-in/check-out.

### **Qualifications:**

- Bachelor's degree in history, education, or a related field from an accredited four-year institution.
- At least one year of experience working with youth in a childcare, teaching, camp, or recreational setting (daycare or camp experience preferred).
- Strong leadership, organizational, and communication skills.
- First Aid and CPR certification preferred.

### **Work Hours & Compensation:**

- April – May: Flexible, part-time hours at an hourly rate to assist with planning and development.
- June–July: Full-time hours (30+ hours per week) during camp sessions, Monday–Friday, 8 AM–5 PM.
- Camp dates: June 9-20, July 7-18
- Pay: \$20 per hour.

To apply for this position, please use our online Indeed application portal by **following this link**. Alternatively, you may submit your resume via email directly to Shelby Tipton, Director of Human Resources, at [stipton@mdah.ms.gov](mailto:stipton@mdah.ms.gov).

The Mississippi Department of Archives and History is an equal opportunity employer.