



CAMP DIRECTOR – CONTRACT

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

POSITION SUMMARY:

The Camp Director is responsible for managing all aspects of the Witte's camp program and is on-site every camp day. The Camp Director reports to the Director of Public Programs.

RESPONSIBILITIES:

- Participates in generating activity, program and curriculum ideas in collaboration with Education Managers
- Compiles and manages rosters (Tessitura)
- Acts as liaison between parents and Camp staff
- Manages major behavioral incidents
- Works with Security and Public Safety for emergency and/or First Aid issues
- Works with Reservations for all Camp registration inquiries/issues/refunds
- Attends and co-leads Junior Volunteer Camp trainings in collaboration with the Witte Museum staff
- Coordinates safety training for all Camp staff and volunteers
- Sends out and compiles data from parent evaluations on a weekly basis

TERM:

- May 22, 2023 through August 9, 2023; including May 29, 2023 but excluding July 3-4, 2023
- Monday-Friday
- 8:30AM-5:30PM

EDUCATION:

- Required: Bachelor's degree
- Preferred: Bachelor's degree in Education, Museum Studies or related field

EXPERIENCE AND SKILLS:

- Must have two or more years of formal or informal education experience
- Must have experience in working in a youth camp environment; prefer experience in camp management
- Must be an energetic, enthusiastic individual with excellent organizational skills, the ability to work independently or as a team member
- Must have excellent interpersonal skills
- Must have effective written and oral communication skills
- Preferred: Bilingual (English/Spanish)

PHYSICAL REQUIREMENTS:

- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Ability to work both inside and outside for extended periods of time

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org