

U.S. Space & Rocket Center
JOB DESCRIPTION
Space Camp Counselor 3
(Temporary)

A. Mission and Scope

Provides specialized supervision and guidance to camp attendees; primarily youths ages 9 – 18, in a group setting. The Counselor will organize, plan, and execute activities that are educational in nature and designed to ensure trainees receive a quality camp experience that reflects the Mission, Vision, and Spirit of the USSRC. The purpose of this position is to supervise and educate trainees in the history of the space & aviation program; assist in their experiencing the sensations of space travel; and motivate, stimulate, teach and supervise trainees in a variety of aerospace related topics, to include but not limited to Mission Center Complex (MCC), Aviation Challenge (AC) and Museum simulators.

All programs are set in an informal education/camp environment and/or in the Center's space museum.

This position reports to the appropriate Aerospace Program Manager.

B. Qualifications

Education: Prefer a minimum of 30 hours completed college credit. Life and professional experience may substitute for educational required hours.

Experience: Experience working with children (e.g., coaching, tutoring, teaching,) desired or an equivalent combination of education and experience. Previous experience in a similar educational, instructional, camp, military experience, summer camping, and/or space exploration work environment a definite plus. Must possess excellent communication and instructional skills to instruct and teach others; positive role model. Must exhibit strong leadership skills.

Other Special Requirements

Must be at least 20 years of age

Valid driver's license and good driving record

Dependable means of transportation

Ability to adapt to required dress code, i.e., males may not wear ear rings.

Must pass drug and alcohol test, pre-employment attitude assessment, complete Affidavit of Good Moral Character, clear the State Central Registry on Child Abuse/Neglect upon employment, and other tests and background checks required by management.

C. Physical Requirements of the Position

1. This position has the following special requirements:
 - Walking and climbing (stairs, hills, and wooded terrain) to access other departments and experience all areas of the training environment.
 - Standing for long periods of time (4-6 hrs) or for duration of shift instructing and operating simulators.
 - Carrying and lifting equipment, supplies, and objects up to 50 lbs. waist high.
 - Bending, kneeling and reaching to store & retrieve supplies, and operate simulators.
 - Seeing to present lectures and briefings and conduct instructional tours through the museum and other areas of the facility and campus.
 - Talking and hearing to communicate with supervisors, guests, trainees and employees in person and over the telephone.
 - Ability to work in an outdoor environment in hot summer temperatures (should not exceed 105°F heat index).
 - Able to swim/teach in a water environment free from fear and/or anxiety.



2. Must be available to work any shift as required (day, night, weekend) and the Center's requirement is based on business needs, but will be assigned a primary shift (day, night, or weekend) based upon the Center's needs and the individual's preference.
4. Must be able to complete a maximum of four--week training period and pass all required tests (practical as well as written) as specified by Center management and as outlined in the Counselors Information Manual.
5. RA (Resident Assistant) positions available, which includes room and board in exchange for rotating ON-Call RA assignments, as approved by Aerospace management.

D. General Requirements

1. **Willingness to be open to learning and growing**
 2. **Interpersonal skills to work as an integral part of a team**
 3. **Must possess a valid driver's license, appropriate references, and transcript from college courses**
 4. **Appropriate interpersonal/personal boundaries**
 5. **Maturity of judgment and behavior.**
 6. **Accepts full responsibility for their actions and how these may affect others**
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E. Professional Standards

1. **Creates an environment of emotional safety for the children in each group**
2. **Motivates each group and trainee to be goal and accomplishment oriented**
3. **Ensures the health & safety of the trainees as a first priority**
4. **Follows & implements all safety practices as detailed by policies & procedures**
5. **Understands and follows all USSRC policies & procedures**
6. **Positive Role Model: Displays positive attitude, interest, and motivation to work with the trainees, other aerospace team members, and other departments.**
7. **Team Work: Effective and productive involvement with all Space & Rocket Center staff**
8. **Maintains high standards for work areas and appearance; presents self in a highly professional manner to others.**

F. Teamwork Standards

1. Takes an interest and initiative in the development of the Department's team
2. Maintains pleasant and professional relationship with co-workers & assists as needed
3. Remains positive about the team and facilitates an optimistic approach to resolution of issues
4. Maintains productive, effective and professional relationships with all departments

G. Position Duties

1. **Educating and Instructing Trainees/Participants**
 - a. Conduct Space Shuttle, International Space Station, and military or high performance jet simulations training and insure that trainees are adequately instructed in mission simulation positions and understand their roles in the overall mission.
 - b. Provide knowledgeable explanations about a variety of space and aviation related subjects and perform lectures/briefings as assigned.
 - c. Insure that trainees are adequately instructed in all program contents and activities to ensure a successful and enjoyable experience.
2. **Supervising and Providing Care for Trainees/Participants**
 - a. Escort and accompany trainees at all times to scheduled activities, maintaining orderly behavior and a professional learning environment.
 - b. Attend to any personal difficulties encountered by trainees, such as illness, contact with parents, loss of personal items, etc.

- c. Insure transportation arrangements are confirmed through transportation department and relayed to trainee.
- d. Serve as positive professional role model for trainees. NO PHYSICAL CONTACT WITH TRAINEES allowed unless it is a life-threatening situation.
- e. Instruct, supervise and perform swimming/water activities.
- f. DAY INSTRUCTOR: Wake up duty, breakfast duty, lunch duty, serve as team leader, mission training instructor, lecturer, hospital support, and support other activities during normal hours.
NIGHT INSTRUCTOR: Serve as team leader, mission training instructor, dinner duty, lecturer, hospital support, lights out duty and assist with other activities during the shift.
WEEKEND INSTRUCTOR: Wake up duty, breakfast duty, lunch duty, lights out duty, serve as team leader, mission training Instructor, lecturer, hospital support, and support other activities during normal hours.
- g. May serve as a Lead in areas with unique requirements and specific job knowledge requirements, such as: Aviation Challenge, Area 51/Ropes Course, Robotics, Registration, Airport Early, or Arrival/Late Departure.
- h. Perform other related duties as assigned.

Camp Counselor 3 Need-To-Know Information

- \$9.00 base pay;
- \$0.25 training incentives possible for:
 - Space Camp/Aviation Challenge Dual Trained
 - Advanced Academy/Mach III
 - Robotics
 - Scheduling
- \$0.25 training incentives for serving as Lead for:
 - Aviation Challenge
 - Area 51/Ropes Course
 - Robotics
 - Registration
 - Airport
 - Early Arrival/Late Departure
- Space Camp, or Weekend program team leader; MCC Simulations or AC simulations, and Museum Simulators;
- **3 - 4 weeks of training; paid on a stipend;**
- **Shifts: OPEN AVAILABILITY Day; Nights; and Week-ends**
- RA position is available for this position (room and board)
- Clock in/out for meals and meals are not furnished (except when working as a team leader or RA)
- Counselors may be scheduled for 0- 40 hours or more per week
- Time-and-a-half after 40 hours worked per week

**Employee is responsible for working in a safe manner
and keeping his/her workplace safe.**

