



### **Paid Undergraduate Internship Posting (2024)**

**Title:** Day Camp Intern Counselor  
**Classification:** Seasonal, Fulltime, Non-exempt  
**Department:** Programming  
**Reports to:** Co-Director of Programming (Education)  
**Wage:** \$12.50 per hour

### **JOB SUMMARY:**

Program interns assist Living History Farms in achieving its mission: to educate and connect all people to the many stories of Midwestern rural life heritage.

You will share your love of learning with youth of all ages as you work with likeminded team members to bring learning to life for the museum's summer day camp participants! Expand your own knowledge as you work with groups of 6 – 12 youth in an outdoor setting. You will lead crafts, activities, games, and visits to various parts of Living History Farms, an outdoor living history museum.

Upon successful completion of the internship requirements, the student will earn up to a maximum of 6 hours of college credit through Graceland University, Lamoni, Iowa. Non-Graceland students must transfer credits to their home university and are responsible for any fees associated with this.

Living History Farms' Day Camp Program is accredited by the American Camp Association (ACA).

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Consistent attendance is an essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **DUTIES:**

- Read assigned materials, complete assigned papers and projects, and attend academic seminars, to successfully complete all requirements for earning academic credit.
- Maintain excellent attendance; number of academic credits awarded tied to attendance.
- Lead programming weekly for groups of 6 – 12 camp participants, such as teaching crafts, skills, games, and activities that relate to the camp theme to camp participants.
- Perform appropriate work, indoors and outdoors, in conditions consistent with the museum's historical time periods and the day camp activities, and within the variation of Iowa's climate.
- Always maintain a professional demeanor, including during interactions with campers, parents/guardians, co-workers, volunteers, and the general public.
- Prepare activity and craft supplies before camp begins daily, and clean up areas daily after camp
- Be responsible for the safety of all participants during their time at camp.

- Communicate proactively with camp participants' parents/guardians, in person and via email or phone.
- Participate actively and productively in required camp meetings.
- Assist with the set-up and daily clean-up of day camp locations.
- Assist with developing, modifying, evaluating, and/or implementing changes to camp programming as needed and directed by the day camp program supervisor or program director.
- Update camp manuals and procedures as needed and directed by the camp supervisor.
- Perform other duties as needed and assigned, which may include some weekend and/or evening hours.

**Supervisory Duties:**

Camp Junior Counselors (high – school aged volunteers)

**EDUCATION and SKILLS:**

*Education:*

- Possesses experience and a love of working with youth in an informal educational setting, such as, but not limited to: babysitting; tutoring; working at other summer camps; leading church camps; working in classrooms as part of an education class; etc.
- Be currently enrolled in a college or university with a major in education, history, science, family and consumer science, human development, or related field.
- A high school diploma or GED, minimum; preference if currently enrolled in a college or university with a major in education, family and consumer science, human development, history, science, or related field.
- A valid driver's license
- Be at least 18 years of age by May 1, 2024.
- First aid and CPR certification preferred, but the museum will provide training if needed.

*Skills:*

- Understand the developmental needs of youth, with a working knowledge of educational theory and child development theory.
- Self-management skills, self-confidence, and a strong work ethic.
- Dependable, reliable, punctual, trustworthy- your campers and co-workers are counting on you!
- Demonstrate exemplary communication skills, both verbal and written, and including active listening
- Interpersonal relationship and team building skills.
- Exceptional customer service skills, with a "can do" mentality.
- Attention to detail, with a flexible mindset, and the ability to multi-task with last minute changes.
- Be able to approach situations with creative, analytical, and problem-solving skills.
- Have experience with the Microsoft Office suite of programs.
- Be open to learning and growing.
- Love working in a dynamic, fast-paced, team-oriented workplace.

*Work environment:*

- Perform work outdoors, sometimes in adverse conditions (heat, rain).

- Perform physical tasks such as walking long distances over uneven ground and through a creek, retrieve camp supplies from storage shelving above their head, lift up to 30 pounds, and stand for extended period of times.
- Present a professional image over the telephone, via email, and in person.
- Successfully pass a criminal background check.

#### **Internship Position Hours and Schedule:**

- The internship runs from May 17 – August 10, 2024.
- Must complete required number of internship hours (360 hours). Missed time will impact how many hours of credit are earned. Attendance required at 3 museum seminars over the course of the internship. Syllabus received first day of the internship.
- Training occurs between May 17 – 31, 2024; no training on May 27 (Memorial Day holiday).
- Summer camp runs June 3 – August 9, 2024.
- Averages 30-40 hours per week, usually about 8:30 to 4:30 daily
- Must attend the mandatory “End of Camp” day on Sat., Aug. 10, 2024.
- While rare, the schedule may also include working Saturdays or evenings, which will be scheduled well in advance.
- No camp on June 17 (Juneteenth holiday observed) and July 4-5 (Independence Day Holiday).

#### **Application procedure:**

Complete the **official on-line employment application** at <https://www.lhf.org/employment/>.

You must also provide:

- a cover letter and resume.
- contact information (email & phone) for 3 references.

#### **Questions:**

Daniel Jones, Co-Director of Programming (Education & Day Camp); e-mail: [djones@lhf.org](mailto:djones@lhf.org)

#### **Return completed application to:**

Daniel Jones, Co-Director of Programming (Education)

By Email to: [djones@lhf.org](mailto:djones@lhf.org)

Or via mail to: Living History Farms  
Attn. Daniel Jones  
2600 – 111<sup>th</sup> Street  
Urbandale, IA 50322

**Deadline to apply:** Open until filled.

#### **GENERAL INFORMATION:**

Living History Farms’ Summer Day Camp sessions typically run Monday – Friday. Most campers are at camp from 9:00 – 4:00 daily. Campers in kindergarten are at camp for half-days. Each day camp group will spend time during the week at a different historical site at the 500 – acre, open – air museum. Camp activities include projects, activities, crafts, and games that reflect the various time periods: 1700 (Native American), 1850, 1876, 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/day-camp-2/> for more details.

Living History Farms is an interactive outdoor history museum, which educates and connects all peoples to the many stories of Midwestern rural heritage. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters recreate daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. The season typically runs approximately May 1 – October. For more information, visit <https://www.lhf.org/>.

Living History Farms is among the elite three percent of national museums accredited by the American Alliance of Museums (AAM), the only organization representing the entire scope of the museum community.

**Updated:** 01/09/2024 rh/dj