



<b>Job title</b>	Summer Camp Assistant
<b>Reports to</b>	Director of Education
<b>Status</b>	Full-time, seasonal, hourly non exempt
<b>Direct Reports</b>	None

### Job Summary

Summer Camp Assistants play a crucial role in executing summer camp programming through interactive and engaging experiences. Using Strawberry Banke’s buildings, collections, landscapes and written resources, Summer Camp Assistants promote the Museum’s mission to share the ongoing history of a seaport neighborhood, celebrating the lives of ordinary individuals and the value of community by helping campers engage with the past. Staff will incorporate narratives and viewpoints from diverse individuals and communities in their work. This involves a willingness to explore histories from the perspectives of marginalized groups, considering their experiences, struggles and contributions, and recognizing how race, gender, class, sexuality, and other factors intertwine in shaping historical events and people’s lives.

### Duties and Responsibilities

#### Primary Duties

- Develop familiarity with interpretive topics and historical timeline of Strawberry Banke Museum
- Assist with age appropriate activities that are both educational and engaging and adhere to an assigned theme
- Gather supplies and materials needed for each activity and do a test run to be certain of success with campers
- Follow lesson plans and a camp outlines during summer camps
- Help to ensure the welfare and safety of campers and collections
- Participate in annual and ongoing training to build professional knowledge in historical content, interpretive techniques, and educational theory
- Provide excellent customer service and relations to deliver an outstanding visitor experience
- Maintain a professional demeanor; comply with stated personnel policies, cultivate good relations with colleagues; and represent the Museum in a positive light
- Work punctually on a tightly timed schedule

#### Additional Duties

- Participate in annual and ongoing training to build professional knowledge in historical content and interpretive techniques.
- Maintain a professional demeanor; comply with stated personnel policies, cultivate good relations with colleagues; and represent the Museum in a positive light.

- Work punctually on a tightly timed schedule.
- Other duties as assigned by the Director of Education.

## Qualifications

- Experience working with children required
- Knowledge of an interest in American history, especially New England culture and history preferred.
- Ability to work enthusiastically with all children regardless of age and ability.
- Sound judgment in response to challenging situations.
- Positive Attitude and ability to build respectful working relationships.
- Current first aid and CPR/AED certification or ability to obtain certification (paid for by the Museum).

### **Requirements of all Strawberry Banke Museum Staff:**

SBM is committed to fostering a workplace that is truly equitable, inclusive, and accessible for a diverse group of staff, volunteers, and visitors. As such, it is an essential requirement that every SBM staff member:

1. Exhibit a positive, collegial attitude and ability to work cooperatively with others at all levels of the organization including direct reports, colleagues, supervisor, volunteers, and visitors of all ages, abilities, and cultural backgrounds;
2. Actively contribute to an organizational culture of empathy, dignity, trust, and respect. Each person at SBM agrees to proactively prevent and address issues such as unconscious bias, harassment, gender disparity, racial inequity, political divisiveness, and barriers to accessibility; and
3. Foster inclusive and engaging interactions, accommodate safety and comfort needs and requests, and to provide the best visitor experience possible. Staff members equally share the responsibility of immediately addressing a deficiency, and/or, notifying the appropriate department or supervisor to address any situations.

### **Strawberry Banke Museum Staff Norms:**

SBM is committed to fostering a supportive and safe work culture. Through a series of training sessions in 2022-2023, staff collectively established and approved the following norms:

1. We will set and acknowledge boundaries that foster a healthy work/life balance
2. We will help and support each other to create psychological safety and trust
3. We will welcome different viewpoints, values, and ideas in solving organizational problems
4. We will proactively, honestly, and constructively create clear expectations regarding communication with all potential stakeholders
5. We will hold ourselves and each other accountable in executing mutually agreed upon decisions

## Working Conditions

Work is performed indoors and out, in locations that may be hot, cold, dusty, or drafty.

Physical stamina sufficient to maintain an attentive posture for several hours, to respond quickly to visitors' needs, and to otherwise fulfill the requirements of assigned tasks as needed. Sufficient mobility is required to traverse uneven grounds and dirt roads on a timed schedule, to use steps and/or ramps, and in some assignments, to lift, carry, and use objects such as hearth cooking equipment, firewood, weaving apparatus, etc.

Must be physically and mentally able to perform the essential functions of the position, with or without reasonable accommodations.

## About Strawberry Banke Museum

Strawbery Banke Museum is a 10-acre living history museum located in the heart of downtown Portsmouth. The museum interprets daily life in the same historic waterfront neighborhood over 300+ years, making the 37 historic buildings accessible to a wide range of visitors one of our primary goals. Strawberry Banke hosts an ever-growing number of special events and programs throughout the year. Seasonal and holiday signature events are time-honored traditions that help make Portsmouth the vibrant destination it is. Strawberry Banke is continually ranked as TripAdvisor's #1 "Thing to do in Portsmouth", Yankee Magazine Editors' Choice: Best of New England Classics "Best Historic Village" and the 2020 Best of the Seacoast in the Entertainment & Leisure category for Best Group Event/Tour/Activity.

### **Strategic Framework:**

*Strawbery Banke Museum:*

A place to learn,  
A place to gather,  
A place to preserve.

### **Mission Statement:**

*To promote understanding of the lives of individuals and the value of community through encounters with the history and ongoing preservation of a New England waterfront neighborhood.*

Toward that goal, Strawberry Banke Museum:

- Acquires and conserves, for today's visitors and for future generations, historic buildings, objects, and other materials pertinent to its mission.
- Conducts research aimed at placing local developments within the broader context of city, state, and national history.
- Disseminates the results of that research to the public through exhibitions, publications, demonstrations, tours, symposia, workshops, and other educational activities and programs.

### **Vision Statement:**

*We bring history and people together for delight, discovery, and learning.*

In doing so, Strawberry Banke Museum will:

- Stand for excellence and entrepreneurship in every aspect of the operation - programs, collections, preservation, and management;
- Champion the primacy of the visitor experience and use innovative and traditional methods to provide life-changing and inspirational learning experiences based on authentic objects, stories and ideas;
- Inspire the Seacoast community with awareness of our collective past, and work together to preserve our cultural and built heritage;
- Serve as a destination where engaging activities connect visitors to our common local, regional and national past; an
- Provide life-long learning experiences incorporating the needs of learners and the community.

### **Core Values:**

*In order to create the best possible experience, SBM prioritizes the following core values, which are integral to the success of the museum, and the organization's commitment to the greater community that we serve.*

- Authenticity
- Engagement
- Inclusivity
- Innovation
- Integrity
- Sustainability

## **Equal Opportunity Statement**

*Strawbery Banke Museum is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, marital status, national origin, ancestry, religious creed, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), crime victim status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. SBM is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.*

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*Job descriptions are subject to change over time; Strawberry Banke Museum reserves the right to modify the above job description as necessary to accommodate the evolving needs of the organization.*