



## Summer Camp Instructor

### Organization Overview:

The Lone Star Flight Museum (LSFM), a non-profit 501(c) 3, opened its \$38 million facility at Ellington Airport in September 2017 after 27 years in Galveston, TX. With the belief aviation inspires achievement and endless possibilities, the museum serves to fulfill its mission to celebrate flight and achievements in Texas aviation history in an inspiring educational environment that meets the needs of students and visitors of all ages. Emphasizing the role of science, technology, engineering and mathematics (STEM), LSFM's vision is to be a dynamic and interactive educational flight museum reaching the people of Texas as a recognized experience of choice.

### Position Overview:

The Summer Camp Instructor is responsible for delivering summer camps for youth and aviation learning center activities at the museum. The Instructor will deliver engaging, fresh, integrated, and relevant aviation content to youth and schools with goals of delivering excellent service, acquiring feedback from audiences, and inspiring interest in the aviation industry. This position will provide support for all programs and events across the museum as needed.

### Position Responsibilities and Duties:

- Instruct classes and camps as assigned
- Provide feedback to program managers related to content, guest, student, and teacher comments, operational issues, supplies needs, and overall ideas to continuously improve
- Stay updated on program and exhibits content, including newly arriving aircraft, upcoming activities, and special events
- Prepare adequately for assignments including reviewing content, registration rosters, and operational logistics
- Assist with preparations for program delivery in advance, including classroom set up, program logistics, supplies acquisition, and functioning systems
- Assist with content development
- Maintain a clean, orderly and safe operating space in conjunction with overall museum and exhibits care
- Provide support to all areas of the department and museum as needed

### Essential experience and background skills

- Some college experience in education, museum studies, history, aviation, or STEM field a plus; applicable career experience may be considered in lieu of college experience
- At least 1 year of experience teaching, training, or in support of program management with an educational or cultural institution or program, formal or informal, (such as school, museum, zoo, youth center, parks and recreation, etc.)
- Bilingual in English and Spanish a plus
- Ability to maintain a positive attitude and professional demeanor with dissatisfied guests



- Ability to provide accurate and constructive feedback
- Knowledge of aviation is preferred
- Effective organization and time management skills and outstanding interpersonal skills
- Excellent guest service skills; including ability to serve a diverse audience
- A commitment to service and mission
- Excellent written and verbal communication skills
- Ability to work independently, with a team, or under supervision, especially in an atmosphere with frequent disruptions and logistical changes
- Working knowledge of computers, laptops, software and database programs, and related equipment
- Ability to stand, walk, and sit for extended periods of time.
- Ability to lift 25 pounds.
- Ability to tolerate loud noises, exposure to cleaning agents, and dimly lit spaces.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Schedule:** Typical workweek ranges from 25-30 hours, Monday-Friday with scheduled hours falling between 8:00 and 5:00 p.m. Availability to work weekends, evenings, and holidays due to tour or program schedules to meet business needs.

Start Date: May 20th

End Date: August 3rd

**Status:** Temporary/Non-Exempt/Part-Time/Hourly

**Reports to: Manager of Special Programs**

**Submit Resume and Cover Letter to:**

Kaleigh Huxley

Manager of Special Programs

Kaleigh.huxley@lonestarflight.org