

**Summer Camp Assistant** Page Content

**Classification​**Non-Exempt

**Reports to**Education Programs Manager

**Date**

April 13, 2021

**JOB DESCRIPTION**

**Summary/Objective**

This position is responsible for assisting the Summer Camp Lead Educators and Summer Camp Coordinator for The Arboretum’s EcoExplorer Summer Camp program. The goal is to teach campers about the ecology and natural history of the Colorado Plateau, instill a sense of connection with the natural world, and have fun while doing it! Summer Camp Assistants will be involved with numerous aspects of running an environmental education program and gain valuable job experience in the field.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* To assist Lead Educators and the Coordinator in designing and delivering excellent environmental camp programming;
* Assist in preparing materials and activities for each day of camp;
* Assist in monitoring camper compliance and the effectiveness of COVID protocols
* Assist with daily set-up and clean up and weekly debriefing, plus final camp clean-up and review;
* Participate in required staff training and prep day prior to the start of camp, additional stipend offered;
* Participate in Wilderness Survivors campouts, additional stipend offered;
* As a public venue that focuses on excellent guest experiences all employees are expected to engage the public in a friendly manner, answer questions, and exhibit professionalism while representing The Arboretum;
* All other duties as assigned and/or needed to keep The Arboretum running efficiently.

**Competencies**

* A passion and interest in the natural world
* Excellent interpersonal, organizational, and communication skills
* Ability to work independently and as part of a team
* Desire to work with children of all ages and from diverse backgrounds

**Supervisory Responsibility**

This position has no direct staff supervisory responsibilities.

**Work Environment**

This job operates outside in nature and thus employees can expect to get dirty and be on their feel for a good part of the day.

The Arboretum is located down 3 miles of dirt road that can be wash boarded, muddy, potholed and very challenging during inclement weather and between road grading. Thus, must have reliable transportation.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

**Position Type and Expected Hours of Work**

This is a full-time, seasonal position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

**Travel**

There is no travel with this position.

**Required Education and Experience**

* High school diploma
* Completion of some undergraduate courses in the natural sciences, environmental studies, education, or related field
* Some youth leadership experience

**Preferred Education and Experience**

* Outdoor teaching or camp experience related to environmental science, ecology, gardening, or natural history
* Enrolled in an accredited university and possibly seeking internship credit

**Additional Eligibility Qualifications**

* First Aid/CPR Certification (may receive through The Arboretum if not already certified)

**Work Authorization/Security Clearance**

* Must be able to pass a background check and supply a current and valid DPS fingerprint clearance card.
* Must hold a valid driver’s license.

**AAP/EEO Statement**

The Arboretum is an equal opportunity employer committed to applying the principles of applicable state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

In accordance with the applicable law, The Arboretum makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Arboretum operates within the principles of equal employment opportunity guidelines as set forth in applicable federal and state law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_