



Owl's Hill Nature Sanctuary Summer Camp Instructor Position Description

Reports To: Director of Education

General Function: Ensure summer programming runs smoothly by assisting with the activities and overall operations. Owl's Hill youth summer day camp program focuses on animals, conservation and the environment.

Status: Temporary, non-exempt position, 40 hours per week

Term: Camp starts June 1, 2020 and ends August 5, 2020 (M-F). Mandatory training on Thursday, May 28 and Friday, May 29, 2020 (8 am – 4 pm; lunch provided).

Benefits of the Position: Gain leadership and activity planning skills, learn about wildlife careers, gain experience working with youth, gain valuable knowledge of native plants and animals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the health, safety, supervision and well-being of summer camp participants.
- Instruct curriculum utilizing age-appropriate lessons, activities, crafts, hikes and games.
- Serve as a positive role model for youth.
- Create a positive environment that encourages active learning for camp participants.
- Participate in program activities (class time and outdoor activities) and work to involve all children in program activities.
- Develop and maintain positive relations with all staff, parents, volunteers and participants.
- Check identification of camper's guardians/parents at camper pickup.
- Maintain supplies and equipment in good condition. Report damages.
- Maintain a safe, orderly program area and report any damage. Inspect facilities daily.
- Assist with the set-up and take-down of camp materials
- Assist director with administrative tasks such as processing paperwork, photocopying, etc.
- Attend all staff meetings.
- Position may include supervising campers in early- or extended-day program.
- Other duties as assigned.

POSITION REQUIREMENTS: KNOWLEDGE, SKILLS, ABILITIES

- Ability to follow written and oral instructions.
- Ability to interact in a courteous and productive manner with diverse age groups
- Solid problem solving and decision making skills
- Ability to work both independently and as part of a team
- Enjoys working with children in a youth development, camp, or education setting
- Ability to multi-task; follow policies and procedures; prioritizes tasks
- Enthusiasm and appreciation for the value of nature

QUALIFICATIONS

- Must be at least 18 years of age
- Experience working with children. Informal education experience or past summer camp experience – a plus
- Interest in nature and the environment
- Current First Aid and CPR certification – a plus

ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS

- There is manual labor during the set-up and break-down of camp activities
- Ability to lift up to 25 pounds.
- Ability to work outdoors in temperatures above 90 degrees Fahrenheit.
- Ability to stand and/or walk for long periods of time, bend down and ambulate quickly.

Successful candidates are subject to a background check prior to hiring. All staff are required to attend mandatory training on Thursday, May 28 and Friday, May 29, 2020 from 8 am - 4 pm (lunch will be provided).

TO APPLY

Please complete the [Summer Camp Application Form](#) and submit electronically to Julie Eperjesi, Director of Education at info@owlshill.org

Application deadline is Wednesday April 15, 2020, however applications will be reviewed upon receipt. Hiring announcements will be made on or before Tuesday May 5, 2020. Due to the large number of applicants, only those selected for an interview will be contacted. No phone calls please.

Owl's Hill Nature Center is an Equal Opportunity Employer