



Are you an environmental educator? Do you have program coordination experience?

Apply to be the 2018 Summer Camp Assistant Manager at The Arboretum at Flagstaff!

Position Title: Summer Camp Assistant Manager

Reports To: Director of Public Programs and Education

Job Category: Seasonal Employee; no benefits

Schedule: May 29 - July 21, approximately 40 hours per week (no camp July 2-6)

Description:

The Arboretum at Flagstaff's Eco Explorers Summer Camp program is age-specific, place-based, and hands-on. We aim to teach students about the ecology and natural history of the Colorado Plateau, instill in campers a sense of connection with the natural world, and have fun while we're at it! The Summer Camp Assistant Manager will support Lead Educators and Environmental Education Interns in delivering high-quality and engaging environmental education experiences for our camp participants.

We offer six weeks of camp from June 4 through July 20, Monday-Friday. Camp is available for ages 4-11 years old, with age-specific groups for 4-6 years old and 7-11 years old. Camps for ages 7-11 will run from 9am to 4pm and ages 4-6 from 9am to 1pm (aftercare is available 1pm-4pm); drop off at 8:30am.

Responsibilities include:

Planning and teaching support -

- Assist with summer staff training and camp prep days prior to the start of camp (May 29-June 1)
- Communicate and plan with camp team to prepare lessons and activities, including review of weekly program outlines
- Ensure delivery of excellent outdoor environmental camp programming and aftercare
- Assist educators and interns with behavior management and conflict resolution
- Provide mentorship to Lead Educators and Environmental Education interns
- Assist in preparing and organizing supplies and instructional materials as needed
- Assist with camp clean up and weekly debriefing (including final clean up and debrief on July 21)

Administrative and communication support-

- Assist with weekly camper registration on Monday mornings, including organizing paperwork and camper data and preparing binders
- Be present and engaged at camp check in and check out
- Create and deliver weekly reports to parents about camp activities
- Take and organize camp photos and coordinate with Director of Communications and Communications Intern to utilize photos and camp stories for media and outreach
- Other duties as assigned

Teaching -

- If camp enrollment reaches over 16 campers per age group, the Summer Camp Assistant Manager will be required to serve as an additional Lead Educator during that week*
- Other teaching duties include offering weekly camp programming such as story time, guided hikes, children's garden activities, and coordination of end of camp performances for parents

Requirements:

- Undergraduate degree in natural sciences, environmental studies, education, or related field
- Outdoor teaching or camp experience related to environmental science, ecology, gardening, or natural history
- Program coordination and leadership experience
- Ability to demonstrate initiative, establish priorities, and follow through
- Excellent interpersonal, organizational, and communication skills
- A passion and interest in the natural world
- Ability to work independently and as part of a team
- First Aid/CPR certification (may receive through the Arboretum if not already certified)
- Must be able to pass a background check
- Must live in Flagstaff, AZ and have reliable transportation

Compensation: \$560/week

To apply:

Email resume, cover letter, and two references to:

Coreen Walsh

Director of Public Programs and Education

coreen.walsh@thearb.org

(928) 774-1442 ext. 110

Deadline to apply: Open until filled

The Arboretum at Flagstaff

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