



Calling all educators! Join our summer camp team!

Apply to be the 2019 Summer Camp Assistant Manager at The Arboretum at Flagstaff!

Position Title: Summer Camp Assistant Manager

Reports To: Director of Public Programs

Job Category: Seasonal Employee; no benefits

Schedule: June 3 - July 26, approximately 40 hours per week (no camp July 1-5)

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 10 through July 26, Monday-Friday. Camp is available for ages 4-11 years old, with age-specific groups for 4-7 years old and 8-11 years old. Camps for ages 8-11 will run from 9am to 4pm and ages 4-7 from 9am to 1pm (aftercare is available 1pm-4pm); drop off at 8:30am.

Responsibilities include:

Planning and teaching support -

- Assist with required staff training (June 5) and camp prep days prior to the start of camp
- Communicate and plan with camp team to prepare lessons and activities, including review of weekly program outlines
- Teaching duties including offering supplementary weekly camp programming such as story time, guided hikes, children's garden activities, art projects, etc.
- Planning and coordination of end of camp parent activities
- Filling in as an additional Lead Educator if group size or other circumstances require
- Ensure delivery of excellent outdoor environmental camp programming and aftercare
- Participate in campouts (June 27 and July 11), additional stipend offered
- 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
- Assist with daily clean up and weekly debriefing, plus final camp clean up and review

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 to utilize photos and camp stories for media and outreach
- Other duties as assigned

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 on June 6 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, coreen.walsh@thearb.org, (928) 774-1442 ext. 110

Deadline to apply: Open until filled

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