

FENNER NATURE CENTER SUMMER DAY CAMP COUNSELOR



Starting Pay Rate: \$9.25 per hour

Schedule: Monday - Friday (35+ hours per week, depending on need); weekend and occasional evening work may be required. THIS POSITION WILL END ON AUGUST 24, 2018. There is the potential for a contract extension if organizational need requires it.

Education and Experience Requirements:

- High school diploma or GED is required.
- At least one (1) year of college-level course work in biology, natural history, earth science, elementary education, or related fields highly preferred.
- Previous experience communicating and interacting with children individually and in a group setting preferred.
- The successful candidate will be able to demonstrate their experience and competence in oral and written communication, and will be familiar with Michigan plants, animals, and their ecology.
- Fenner Conservancy reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

Knowledge, Skills and Abilities Requirements:

- Knowledge of general ecology.
- Knowledge of outdoor skills such as camping, hiking, hunting, fishing, and other similar topics.
- Knowledge of the principles and practices of group communication.
- Knowledge of general office procedures and policies.
- Skill in the use of a personal computer with word processing, spreadsheets, and other software packages.
- Skill in the use of various pieces of office equipment.
- Skill in facilitating groups of children in an outdoor setting.
- Ability to develop interpretive programming for day campers.
- Ability to supervise and direct volunteer assistants.
- Ability to communicate effectively, both verbally and in writing.
- Ability to effectively teach children about environmental topics.
- Ability to proactively identify tasks that need to be accomplished and work independently to ensure their completion.

Physical Capacity Requirements:

This position requires the ability to walk, speak, hear, lift, carry, finger dexterity, and visual acuity. It also requires the ability to lift 10 pounds with occasional lifting of up to 40 pounds. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.

Environmental Conditions of Position:

The work associated with this position will occur in both the office environment and the outdoor environment in all kinds of weather and in uneven terrain.

Essential Position Functions: Under the direct supervision of the Program Manager, the Summer Day Camp Counselor will undertake the following responsibilities:

Programmatic (90%):

- Development and delivery of environmental education programs for summer day camp participants
- Lead and/or participate in service learning projects with volunteers of all ages and abilities

Administrative (5%):

- Light janitorial, clerical and office duties
- Opening, staffing, and closing the Nature Center, as well as various types of computer work
- Provide assistance to the public in person, on the phone, and via the internet
- Maintenance of live animal displays and bird feeding areas

Other Duties as Assigned (5%):

- This Position Description does not include all tasks that may be completed in this position. Duties may be added, removed, or modified at any time.

To Apply:

Submit Application for Employment with cover letter and 3 letters of reference to

Program Manager
2020 E Mount Hope Ave
Lansing, MI 48910

programs@mynaturecenter.org

Application can be found on our website at:

http://mynaturecenter.org/resources/Documents/Employment%20Application_Interp_Camp.pdf