



## JOB DESCRIPTION

TITLE: Extended Care Lead Instructor at Lafayette or Littleton Camps  
REPORTS TO: Summer Camp Manager  
STATUS: Part time, Seasonal Employee  
START DATE: Training May 18-19, Lafayette camp starts June 3, 2019, Littleton camp starts June 17, 2019  
HOW TO APPLY: Fill out an online application at:  
<https://thorne.campintouch.com/ui/forms/application/staff/App>

Positions open until filled, initial review of applicants on January 7, 2019, early applications appreciated. Send resume and cover letter to Carrie Riesberg, Summer Camp Manager [carrie@thornenature.org](mailto:carrie@thornenature.org). Please, no phone inquiries. Questions can be directed to Carrie Riesberg by e-mail and will be responded to within five business days.

### Thorne Mission and History:

Thorne Nature Experience is a non-profit organization that is committed to building Earth stewardship by providing youth with joyful, hands-on, place-based environmental education experiences that foster an emotional connection to nature. Thorne believes in ensuring access for all youth to discovery, exploration, and a connection to the natural world. Founded in 1954, Thorne has a rich history and has reached more than 300,000 children and adults through its Summer Camp, School Programs, Community Programs, and Nature For All Initiative.

### Thorne Summer Camp Program Description:

Thorne Summer Camp in Boulder, Lafayette, and Littleton has been connecting youth to nature since 1957! Each summer, Thorne offers weeklong day "Camp Experiences" for youth ages 5-15. Thorne's "Camp Experiences" allow youth to explore in nature and offer just the right mix of fun and hands-on learning. Thorne Summer Camp is licensed by the State of Colorado Division of Childcare.

### Job Purpose:

Extended Care Lead Instructors coordinate our Extended Care program, which runs from 2:30-5:30 pm Monday-Friday.

### Position Overview:

Thorne Extended Care Lead Instructors run fun, hands-on activities that continue to inspire and cultivate nature connection after the standard camp day! Extended Care Lead Instructors mentor different groups of campers from 5-11 years old every week and guide them through engaging activities outdoors and indoors. You will be responsible for planning activities, **inspiring campers'** curiosity, building confidence and comfort in nature, facilitating teamwork, and having an incredible amount of fun! Extended Care programs are site based and have a ratio of 15 campers per instructor. The Extended Care program typically has a maximum of 30 campers per week. On weeks that have more than 30 campers, additional staff will be added.

As an Extended Care Lead Instructor, you will become part of a team of nature-oriented professionals who receive support from our camp leaders, develop environmental education skills, and enjoy a community of peers who value a profound connection to nature in our lives.

This job is for you if you:

- Are inspired by our mission
- Enjoy engaging with children through outdoor exploration
- Are looking for part time Environmental Education work
- Love nature and can be outdoors in various weather conditions
- Thrive in a role as a mentor
- Are a highly relational and effective communicator
- Care about equity and diversity
- Enjoy working in a progressive, relational, collaborative, nature loving team of dedicated and talented individuals

Principal Responsibilities:

- Teach up to seven weeks (7 weeks in Lafayette or 5 weeks in Littleton) of the Thorne Summer Camp Extended Care Program, encouraging earth stewardship in participants through enthusiasm, knowledge, and passion for nature.
- Plan activities and execute joyful, meaningful, engaging Extended Care “Experiences”
- Prepare snack daily and maintain cleanliness of the site
- Manage Thorne supplies- including returning supplies cleaned and ready to use each week
- Act as a role model for all participants, illustrating appropriate behavior and environmental ethics
- Encourage a joyful, safe, meaningful experience for participants

Desired Skills and Abilities:

- Passion for outdoor adventures and connecting youth to nature
- Experienced Instructor, especially in an outdoor setting
- Strong communication skills with adults and children
- Ability and desire to create excellent Extended Care “Experiences”
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Experience relating to and communicating with diverse audiences, especially Mexican American participants and families preferred
- People of Color encouraged to apply
- Bilingual in Spanish and English encouraged to apply

Desired Behavioral Traits and Attitudes:

- Leader, team player, fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, and self motivated. Passionate about Thorne’s mission and environmentally concerned and aware.

Minimum Qualifications:

- Must be 21 or older
- A minimum of 480 hours of full time or equivalent part-time satisfactory and verifiable experience with school-age children.
  - You must provide letter(s) of recommendation from organizations or businesses in which you have been involved in the care or supervision of four or more children since you have turned 18. The letter(s) must include a summary of your qualifications and the

number of hours you have worked in that position. Any letters of recommendation must be on company letterhead, and the referee needs to provide their contact information, including an address, phone number, and email address. Please plan to obtain these letters of recommendation before your interview.

- **Bachelor's degree** or progress towards a degree in Environmental Education, Education, Environmental Studies, Biology, Geology, or related field preferred

**DATES OF THORNE SUMMER CAMP & TYPICAL WORK SCHEDULE:**

- Lafayette: June 3-7, June 10-14, June 17-21, June 24-28, July 8-12, July 15-19, July 29-Aug 2
  - Lafayette camps meet at Ryan Elementary School
- Littleton: June 17-July 26 (skipping July 1-5)
  - Littleton camps meet at the Kassler Center
- Typical work schedule:  
Approximately 20 hours/week. Extended Care runs from 2:30 pm-5:30 pm Monday-Friday. Extended Care Lead Instructor schedule 2:00 pm-6:00 pm Monday-Friday.

\*Hours may vary, but this is a general guideline

**REQUIRED TRAININGS & PAPERWORK:**

- Mandatory Thorne Summer Camp Staff training on May 18-19, 2019-  
The Thorne Summer Camp Staff training is paid at minimum wage.
- Littleton staff: Additional required Littleton site training on June 15, 2019 from 10 am-1 pm
- CPR, First Aid, Standard Precautions, and Medication Administration certified or be willing to obtain. Thorne holds trainings, but does not pay for the time or cost of these certifications.
- Background check and fingerprints submitted and cleared by the Colorado Department of Human Services (Thorne helps and pays for this)
- Complete all required forms and submit all required information needed by Thorne in compliance with Colorado Department of Social Services child care licensing standards

**COMPENSATION:** Compensation is based on the annual status of the Instructor as follows:

Annual Status of Instructor	Extended Care hourly rate
First-year	\$14.17/hour
Second-year	\$15.50/hour
Third-year or more	\$16.83/hour

\*This scale is used as a guide; however pay rates are at the full discretion of the Program Manager.

**Inclusiveness Statement:**

Thorne believes that, to remain relevant as an organization and ensure access to joyful, hands-on, place-based Environmental Education experiences for all youth, its programs, leadership, and participants must reflect the range of diversity, culture, and unique differences in our community.

**Anti-Discrimination Statement:**

Thorne Nature Experience is an equal opportunity organization. Thorne Nature Experience does not discriminate on the basis of race, color, religion (creed), gender, age, national origin

(ancestry), physical or mental disability, marital status, sexual orientation, gender variance or expression, or military status, in any of its activities or operations. This Anti-Discrimination Policy applies to, but is not limited to, hiring and firing of staff, selection of volunteers, selection of Board Members, selection of vendors, and provision of services.

Please see **Thorne's Summer Camp catalog** online at [www.thornenature.org](http://www.thornenature.org) for more information about our **Summer Camp including "Camp Experience" times and descriptions.**