



JOB DESCRIPTION

TITLE: Summer Camp Field Coordinator at Boulder County camps
REPORTS TO: Summer Camp Manager
STATUS: Part time, Seasonal Employee
START DATE: Training May 18-19, 2019 Camp runs May 28-August 9, 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. 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:

The Field Coordinator is in charge of overseeing the camps at our field sites (Mapleton, Chautauqua, Lafayette, and/or Longmont) and managing camp logistics.

Position Overview:

Thorne Summer Camp Field Coordinators provide the program support that makes it possible for our outdoor day camps to run smoothly so kids can be inspired and connect with nature! The Field Coordinator will spend the majority of their time in the field and will act as the go-to person whenever support is needed. Field Coordinators support instructors at various meeting sites, engage with campers and families, run weekly staff meetings, and manage site supplies. As a Field Coordinator, you will become part of a team of nature-oriented professionals who receive support from our camp leaders 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
- Thrive in a role as a mentor for both children and adults
- Enjoy engaging with children through outdoor exploration
- Love nature and can be outdoors in various weather conditions
- 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:

- Oversee Thorne Summer Camp program in the field at sites in Boulder County ensuring safety of all participants and Instructors while also encouraging a joyful and meaningful outdoor experience.
- Supervise Thorne Instructors, Field Assistants, and Teaching Assistants in the field and ensure that everyone is following Thorne policies and procedures, communicating with the Program Manager as needed
- Support Thorne Summer Camp Instructors in the field with added supervision, supplies, and emergency transportation
- Act as a go-to person for staff, families, and community partners during camp hours
- Coordinate daily site logistics including transportation, drop off/pick up protocol, management of site supplies and facility, assistance with weekly first day camper check in, opening ceremony/closing ceremony, and merchandise sales
- Run weekly site staff meetings and communicate program needs with Program Manager
- Act as the substitute Instructor if needed (there is a back-up teacher hired for each week of camp who will be the first asked to substitute)

Desired Skills and Abilities:

- Passion for outdoor adventures and connecting youth to nature
- Strong communication skills with adults and children
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Ability to problem solve and deescalate challenging situations
- 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:

- Boulder County:
 - Boulder: May 28-August 9 (skipping May 27 and July 4, as holidays)
 - Boulder camps meet at Mapleton Early Childhood Center, Chautauqua Park, and Sombrero Marsh Environmental Education Center
 - 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
 - Longmont: May 28-May 31 (skipping May 27 as a holiday)
 - Longmont camps meet at the Longmont YMCA
 - Typical work schedule: Approximately 40 hours/week. The camp day runs from 8:30 am-2:30 pm Monday-Friday.
 - Mapleton ECC Schedule: Monday 7:30 am-3:15 pm, Tuesday/Thursday/Friday 7:45 am-3:00 pm, Wednesday 7:30 am-4:00 pm.
 - All other Boulder County sites: Monday 7:30 am-3:15 pm, Tuesday/Thursday/Friday 8:00 am-3:15 pm, Wednesday 7:30 am-4:00 pm.
 - Field Coordinators will work at one meeting site each week, but will work at various meeting sites throughout the summer.
- *Hours may vary, but this is a general guideline

SPECIAL REQUIREMENTS:

- Must commit to working 5 days/week for ten weeks of Thorne Summer Camp (July 1-5 is a week off)
- Must have a personal car and be willing to drive to various locations (Thorne reimburses for mileage)
- Must be able to lift 40 pounds and hike in hot summer temperatures

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.
- 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 \$12.50 per hour (compensation is at the full discretion of the Program Manager), approximately 40 hours per week.

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 for more **information about our Summer Camp including "Camp Experience" times and descriptions.**