



JOB DESCRIPTION

TITLE: Summer Camp Field Assistant Intern: Littleton Camps
REPORTS TO: Summer Camp Manager
STATUS: Part time, Seasonal Employee
START DATE: Training May 18-19, 2019, Position starts June 10 for Littleton camp setup.
Camp runs June 17-July 26, 2019 (skipping week of July 1-5).
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.

Internship Purpose:

Field Assistant Interns provide support to the Field Coordinator and Instructors, help with camp logistics, and engage with campers in the field.

Position Overview:

Through the Thorne Summer Camp Field Assistant Internship, you have the amazing opportunity to foster a deep nature connection with children in our community and develop your environmental education skills. The Field Assistant Intern provides program support. Field Assistants also take photos of camp and fill in as a substitute Instructor if needed. As a Field Assistant Intern, 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
- Enjoy engaging with children through outdoor exploration
- Love nature and can be outdoors in various weather conditions
- Are new to the environmental education field and value nature connection in children, but may not have the necessary experience to be a Lead Instructor
- 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:

- Assist in the oversight of Thorne Summer Camp program in the field, ensuring safety of all participants, students, and teachers
- Support Thorne Summer Camp Instructors in the field with supplies, added supervision, and emergency transportation
- Support program by acting as a substitute Instructor if needed
- Act as a “go to” person for Instructors during their time in the field, circulating between and checking in with Thorne “Camp Experience” groups
- Support the Field Coordinator in the completion of daily logistical tasks including drop off/pick up protocol, maintenance of site supplies and facility, assistance with weekly first day camper check in, first day opening ceremony, and merchandise sales
- Act as a role model for all Instructors, participants, and Teaching Assistants, illustrating appropriate behavior and environmental ethics
- Encourage a joyful, safe, meaningful outdoor experience for participants.

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
- 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 18 or older

DATES OF THORNE SUMMER CAMP & TYPICAL WORK SCHEDULE:

- Littleton:
 - Camp runs June 17-July 26 (skipping July 1-5)
 - Littleton camps meet at the Kassler Center
 - This position starts June 10 with camp setup and ends August 2 for camp tear down. Hours vary during setup and tear down weeks.

- Typical work schedule: Approximately 36.25 hours/wk. The camp day runs from 8:30 am-2:30 pm Monday-Friday. Field Assistant Intern schedule: 7:30 am- 3:00 pm Monday, 8:00 am-3:00 pm Tuesday-Thursday, 7:45 am-3:30 pm 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:

- You will be compensated with an hourly wage of \$11.10/hour
- Thorne Staff is willing to fill out required forms for school credit, act as a reference for Intern, and/or write a letter of recommendation if needed

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.**