



Internship Title: Thorne Nature Experience Summer Camp Field Assistant Intern

Employer: Thorne Nature Experience (Thorne), Boulder, CO

Sites: Boulder County and/or Littleton

Job Status: Part time, Seasonal Internship for eleven weeks in Boulder- May 29-August 10, 2018 (skipping May 28 and July 4, as holidays); or six weeks in Littleton- June 11-July 27, 2018 (skipping July 2-6). Internship is 5 days/week and Boulder County position includes 3 overnights.

Compensation: \$10.20/hour

Reports to: Summer Camp Program Manager

Application Deadline: Positions will remain open until filled. Application review begins January 2nd of every year. Applications will be reviewed every two weeks. We encourage applicants to submit an application as soon as possible, as these positions are popular and fill quickly.

Application Process: Please no phone inquiries. Additional information available at www.thornenature.org. Questions regarding the position can be directed to carrie@thornenature.org and will be responded to within 5 business days. To apply, fill out an online application at <http://www.thornenature.org/get-involved/employment/>. Additionally, submit cover letter indicating preferred site (Boulder and/or Littleton) and position title together with a resume by email or mail to:
Thorne Nature Experience
Attn: Carrie Riesberg, Program Manager: Summer Camp
1466 N. 63rd St.
Boulder, CO 80303
carrie@thornenature.org

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 250,000 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, Louisville, and Littleton has been connecting youth to nature since 1957! Each summer, Thorne offers more than 150 “Camp Experiences” for youth ages 3-15. 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.

Expectation for All Interns:

Support the Thorne mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities
- Embracing personal responsibility and accountability for your role at Thorne

Internship Purpose:

Through the Thorne Summer Camp Field Assistant Internship, you have the amazing opportunity to foster a deep nature connection with children in our community. Field Assistant Interns provide general program support of camp by assisting the Field Coordinator in the oversight of camp, supporting Instructors, and contributing to our mission of connecting youth to nature through joyful, hands-on, place-based environmental education experiences. The Field Assistant will spend the majority of their time in the field, and act as the go-to person whenever support is needed. Field Assistants also act as a substitute Instructor if needed and the Boulder County Field Assistant will assist in overnight camps three times during the summer. As a Field Assistant Intern, 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. The ideal candidates have experience with children, are enthusiastic, responsible, highly organized, and ready for action. This is a great opportunity for a person new to the environmental education field, who values nature connection in children, but may not have the necessary experience to be an Instructor.

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

- Support Thorne Summer Camp Instructors in overnight camps on 6/21, 7/26, and 8/9 (Boulder County only)- having a mid to high clearance vehicle is preferred
- 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 Outcomes:

- Contribute towards successful delivery of Thorne Summer Camp and the achievement of Thorne's mission
- Contribute towards achieving 90% or better positive rating of Thorne Summer Camp's ability to connect participants to nature
- Contribute towards achieving 90% or better positive rating that Thorne Summer Camp pick-up/drop-off process was good or fantastic
- Contribute towards achieving 90% or better positive rating that Thorne Summer Camp Instructors feel supported by Thorne Staff and interns in the field
- Contribute towards achieving 95% or better positive rating that parents will send their child to a Thorne Summer Camp in the future
- Contribute towards achieving 95% or better positive rating that Thorne Summer Camp was well managed and well organized
- Contribute towards Thorne's Core Value of inclusiveness, respecting the perspectives and contributions of all people

Internship Interrelationships:

- Thorne Staff and Summer Camp Instructors
- Thorne Summer Camp Participants
- Thorne Summer Camp Parents and Families
- Volunteers and Interns
- General Public
- Guest Speakers and Community Partners

Desired Skills and Abilities:

- Strong communication skills with adults and children
- 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:

- Team player, fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, and self-motivated
- Strong interest in and/or with some experience in environmental education in informal settings
- Passionate about Thorne's mission and environmentally concerned and aware

Minimum Qualifications:

- Must be 18 or older

- A minimum of 480 hours of full time or equivalent part-time satisfactory and verifiable experience with school-age children since turning 18 is preferred
- Preference for those with or working on a Bachelor's degree in Environmental Education, Environmental Studies, Biology, Geology, Education, or related field
- Current CPR, First Aid, and Standard Precautions certifications (Thorne holds trainings)
- Medication Administration Certification and Delegation by Thorne's nurse (Thorne holds trainings)
- **Attend Mandatory Thorne Summer Camp Staff training on May 19-20, 2018-** Staff must attend a total of 15 hours of professional development training as required by the Colorado Department of Social Services child care licensing standards (Thorne Staff trainings are included)
- 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 for compliance with Colorado Department of Social Services child care licensing standards

Dates of Thorne Summer Camp "Experiences" and typical work schedule:

- Boulder County: May 29-August 10 (skipping May 28 and July 4, as holidays). Overnights on 6/21/18, 7/26/18, and 8/9/18
- Littleton: June 11-July 27, 2018 (skipping July 2-6), possibility of extra weeks supporting Boulder County camps after Littleton camps have concluded
- 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. Hours are also different on weeks that have an overnight camp.

Special Requirements:

- Must commit to working 5 days/week for all eleven weeks for Boulder County camps (one week or 5 days off can be accommodated) or all six weeks of Littleton camps
- Must have a personal car and be willing to drive to various locations (Thorne reimburses for mileage)
- Additional time may be required as necessary for overnight camps including evening work and long hours three times during the summer for the Boulder County position

Compensation:

- You will be compensated with an hourly wage of \$10.20/hour
- You will complete 210-385 documented hours of professional environmental education experience through this internship
- 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 shall 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.