



Job Title: Thorne Nature Experience Summer Camp Field Coordinator

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

Sites: Boulder (Mapleton ECC site) or Boulder County (Chautauqua & Coal Creek Elementary-Louisville sites)

Job Status: Part time, Seasonal (Late May to early August)

Reports to: Summer Camp Program Manager

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

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 Louisville) 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 Employees:

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 job

Job Purpose:

Through the Thorne Summer Camp Field Coordinator position, you have the amazing opportunity to foster a deep nature connection with children in our community. The Field Coordinator provides general program support of camp by overseeing the camp at a specific site, supporting instructors, and contributing to our mission of building Earth stewardship by providing youth with joyful, hands-on, place-based environmental education experiences that foster an emotional connection to 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.

As a Field Coordinator, 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 strong leadership skills, experience with children, are enthusiastic, responsible, highly organized, and ready for action.

Principal Responsibilities:

- Oversee Thorne Summer Camp program in the field at either the Mapleton site or the Coal Creek (Louisville) and Chautauqua sites 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 a role model for all staff and participants, illustrating appropriate behavior and environmental ethics
- 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 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

Job Interrelationships:

- Thorne Staff and Summer Camp Instructors
- Thorne Summer Camp Participants
- Thorne Summer Camp Parents and Families
- Volunteers, Interns, and Teaching Assistants
- 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 21 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. 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-** Field Coordinator must attend a total of 15 hours of professional development training as required by the Colorado Department of Human Services child care licensing standards (Thorne staff trainings are included). The Thorne Summer Camp Staff training is paid at a training rate of \$10.20/hour.
- 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 Human Services child care licensing standards

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

- May 29-August 10 (skipping May 28 and July 4, as holidays)
 - Typical work schedule: Approximately 40 hours/week. The camp day runs from 8:30 am-2:30 pm Monday-Friday.
 - Boulder (Mapleton ECC) Field Coordinator: Monday 7:30 am-3:15 pm, Tuesday 7:45 am-3:15 pm, Wednesday/Thursday 7:45 am-3:00 pm, Friday 7:30 am-4:00 pm.
 - Boulder County (Chautauqua/Coal Creek) Field Coordinator: Monday 7:30 am-3:15 pm, Tuesday 8:00 am-3:30 pm, Wednesday/Thursday 8:00 am-3:15 pm, Friday 7:30 am-4:00 pm.
- *Hours may vary, but this is a general guideline

Special Requirements:

- Must commit to working 5 days/week for all eleven weeks of Thorne Summer Camp (one week or 5 days off can be accommodated)
- Must have a personal car and be willing to drive to various locations (Thorne reimburses for mileage)
- Must be able to lift 40 lbs. and hike in hot summer temperatures

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.