



**Job Title:** Thorne Nature Experience Summer Camp Field Coordinator

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

**Sites:** Boulder, Louisville

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

**Reports to:** Summer Camp Coordinator

**Pay Rate:** \$12.50/hr

**Application Deadline:** We are currently accepting applications and hiring. Deadline for summer positions is March 17, 2017 but will remain open until filled.

**Application Process:** Please no phone inquiries. Additional information available at [www.thornenature.org](http://www.thornenature.org). Questions regarding the position can be directed to [carrie@thornenature.org](mailto: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 mail or email to:  
Thorne Nature Experience  
Attn: Carrie Riesberg, Summer Camp Coordinator  
P.O. Box 19107  
Boulder, CO 80308  
[carrie@thornenature.org](mailto:carrie@thornenature.org)

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**Thorne Mission and History:**

Thorne Nature Experience is a non-profit organization that is committed to building Earth stewardship by connecting youth to nature through joyful, hands-on, place-based environmental education experiences. 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 three programs: In-School, Summer Camp, and Field Trips.

**Thorne Summer Camp Program Description:**

Established in 1957, Thorne Summer Camp reaches 2,800 youth each summer through field-based ecology "Camp Experiences" for kids ages 3-15. Learning takes place through hands-on, science-based, experiential activities. Popular camps like, Mud Mucking, At Home in the Woods, and Bird Banding utilize local prairie grasslands, evergreen forests, and wetland habitats as a classroom and enable youth to connect with and learn about nature. 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 connecting youth to nature through joyful, hands-on, place-based environmental education experiences. 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 also act as a substitute Instructor if 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 experience with children, are enthusiastic, responsible, highly organized, and ready for action.

**Principal Responsibilities:**

- Oversee 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
- Supervise Thorne Instructors in the field and make sure everyone is following Thorne policies and procedures and communicating with Summer Camp Coordinator 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
- Participate in the drop off and pick up protocol for Thorne Summer Camp- assisting parents, Instructors, Summer Camp Coordinator, and Administrative Director
- 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)
- Communicate weather each day of camp and any other hazards in the field to Instructors and Field Assistants
- Assist in the management of Field Assistants and teaching assistants
- Communicate program needs
- Sell merchandise mornings during summer camp drop-off
- 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
- Attend Mandatory Thorne Summer Camp staff training on May 20-21, 2017- 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)
- Complete all required forms and submit all required information needed by Thorne for compliance with Colorado Department of Human Services child care licensing standards

**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 18 or older
- A minimum of 480 hours of full time or equivalent part-time satisfactory and verifiable experience with school-age children is strongly preferred
- Preference for those with or working on a Bachelor's degree in Environmental Education, Environmental Studies, Biology, Geology, Education, or related field
- Background check and fingerprints submitted and cleared by the Colorado Department of Human Services (Thorne helps and pays for this)
- Current CPR, First Aid, and Universal Precautions trainings (Thorne holds and pays for trainings)
- Medication Administration Certification and Delegation by Thorne's nurse (Thorne holds and pays for trainings)

**Dates of Thorne Summer Camp "Experiences":**

- Boulder County: May 30-August 11 (skipping May 29 and July 4, as holidays)

**Special Requirements:**

- Must commit to working 3-5 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 20 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 on-line at [www.thornenature.org](http://www.thornenature.org) for "camp experience" times and descriptions**