



## JOB DESCRIPTION

**TITLE:** Summer Camp Field Assistant Intern: Littleton Camps  
**STATUS:** Seasonal Employee  
**START DATE:** Training May 16-17, 2020, Position is June 8-July 24 (skipping June 29-July 3)  
**HOW TO APPLY:** Fill out an online application at:  
<https://thorne.campintouch.com/ui/forms/application/staff/App>

### **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 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 has been connecting youth to nature since 1957! Thorne offers weeklong day camps in Boulder, Lafayette, Longmont, and Littleton for youth ages 3-15. Thorne's outdoor "Camp Experiences" inspire exploration in nature and offer just the right mix of fun and hands-on learning.

### **Internship Purpose:**

The Field Assistant Intern provides support to the Field Coordinator and Instructors, helps with camp logistics, and engages with campers in the field.

### **This job is for you if you:**

- Are inspired by our mission
- Enjoy engaging with children through outdoor exploration
- Love nature and working outside
- Are looking to gain experience in environmental education and camp leadership
- Thrive in a role as a mentor
- Care about equity and diversity

- Enjoy working in a progressive, relational, collaborative, nature loving team of dedicated and talented individuals

#### **Schedule:**

- Position is June 8- July 24 (skipping June 29-July 3)
  - Littleton camp runs June 15-July 17 (no camp June 29-July 3)
  - This position includes an additional week before camp starts and after camp ends for camp setup and tear down. Hours vary during setup and tear down weeks.
  - Littleton camps meet at the Kassler Center (11338 Waterton Rd, Littleton, CO 80125)
- Hours:
  - Approximately 36 hours/week
  - The camp day runs from 8:30 am-2:30 pm Monday-Friday
  - Field Assistant Intern schedule:
    - Monday, Wednesday: 7:30 am- 3:00 pm
    - Tuesday, Thursday, Friday: 8:00 am-3:00 pm
    - Hours worked may vary, but this is a general guideline

#### **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 and added supervision
- 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, merchandise sales, and taking photos of camp
- Support program by acting as a substitute Instructor if needed
- Have fun and encourage a joyful and meaningful outdoor experience for participants!

#### **Desired Skills and Abilities:**

- Passion for outdoor adventures and connecting youth to nature
- Strong communication skills with children and adults
- 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

#### **Minimum Qualifications:**

- Must be 18 or older

#### **Required Trainings & Paperwork:**

- **Mandatory Thorne Summer Camp Staff training on May 16-17, 2020**
- Littleton site training on **June 13, 2020 from 10 am-1 pm**
- CPR, First Aid, Standard Precautions, and Medication Administration certified

prior to the start of camp

- Thorne holds trainings, but does not pay for the time or cost of these certifications
- Complete all required forms and submit all required information needed by Thorne in compliance with Colorado Department of Human Services Child Care licensing standards, including background check and fingerprints

#### **Compensation & Perks:**

- Compensation is \$12 per hour
- Summer Camp staff also receive deals on gear and discounts with several Thorne partners including a local yoga studio and rock climbing gym
- Thorne Staff are 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.

#### **Questions?**

Contact Carrie Riesberg, Summer Camp Manager at [carrie@thornenature.org](mailto:carrie@thornenature.org)

Please see Thorne's Summer Camp catalog online at [www.thornenature.org](http://www.thornenature.org) for more information about our Summer Camp including "Camp Experience" times and descriptions.