



<b>Position Title:</b>	Thorne Summer Camp Education and Administrative Intern
<b>Employer:</b>	Thorne Nature Experience
<b>Job Status:</b>	Part time, Seasonal Volunteer. At least 40 hours over the summer, (Mon-Fri), from 8:00-4:00pm, exact schedule is flexible
<b>Pay Rate:</b>	Unpaid Volunteer Position
<b>Reports to:</b>	Program Manager – Field Trips and Volunteers
<b>Application Deadline:</b>	Positions are open on a rolling basis until filled. Scheduling begins in April.
<b>Application Process:</b>	Additional information available at <a href="http://www.thornenature.org">www.thornenature.org</a> . Questions regarding the position can be directed to <a href="mailto:maggie@thornenature.org">maggie@thornenature.org</a> and will be responded to within 3 business days. To apply, please a letter of interest, resume, or information about yourself to <a href="mailto:maggie@thornenature.org">maggie@thornenature.org</a>

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#### **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.

#### **Expectation for All Volunteers:**

Support the Thorne Nature Experience 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.

#### **Purpose:**

A Thorne Summer Camp Education and Administrative Intern provides program support for Instructors and Field Staff, contributing to our mission of connecting youth to nature through joyful, hands-on, place-based environmental education experiences. A Summer Intern also supports the behind the scenes operations of Summer Camp with planning, marketing, and

organizational tasks. Some Summer Interns are also invited to support school-year programs with fundraising and research efforts.

**Principal Responsibilities:**

- Support Instructors in the field with supplies and added supervision
- Actively assist in the education of students about the wonders of the natural world through joyful, hands-on, field-based exploration
- Participate in the drop off and pick up protocol for Thorne Summer Camp- assisting parents, Instructors, and Education Programs Director and assisting with Monday and/or Tuesday morning check-in
- Act as a role model for all students, illustrating appropriate behavior and environmental ethics
- Encourage a joyful, safe, meaningful outdoor experience for students.
- Ensure the physical and emotional safety of all students during programming
- Complete any required forms and submit all required information needed by Thorne Nature Experience for compliances with Colorado Department of Social Services child care licensing standards

**Secondary and Optional Responsibilities:**

- Assisting with fundraising mailings and registrations for education programs
- Assisting with creation and organization of program supplies
- Tabling and promotional work at outreach events
- Newsletter and social media content development
- Photography of campers, and photo management for marketing purposes
- Auction item solicitation and fundraising event support
- Research and market analysis projects, as needed
- Volunteer and Intern recruitment
- Site maintenance
- General office help such as organizing paperwork and files, assisting the staff where needed, writing emails

**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 students 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 in the field
- Contribute towards achieving 95% or better positive rating that parents will send their child to Thorne Summer Camp in the future
- Contribute towards achieving 95% or better positive rating that the 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 Nature Experience Staff and Thorne Summer Camp Instructors
- Thorne Summer Camp Students

- Thorne Summer Camp Parents and Families
- Other 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
- Must be able to hike up to one mile
- If volunteering with a biking “Camp Experience,” must have a tuned bike, helmet, and replacement tire tubes
- Experience relating to and communicating with diverse audiences, especially Mexican American participants and families preferred
- People of Color encouraged to apply
- Bi-lingual in Spanish and English encouraged to apply

**Desired Behavioral Traits and Attitudes:**

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

**Minimum Qualifications:**

- Must be 16 or older to be a Thorne Summer Camp Education and Administrative Intern
- Experience with school-age children strongly recommended
- Must receive positive feedback from at least 2 references
- Must pass a background check cleared by the Colorado Bureau of Investigation (Thorne helps with this)

**Special Requirements:**

- Must attend a training session. The main training will be held in early June. Make up trainings will occur a few other times each summer. A link to register for a training is within the volunteer application.

**Compensation:**

- This is an unpaid volunteer position
- Thorne Staff is willing to fill out required forms for school credit, act as a reference for Volunteer, and/or write a letter of recommendation if requested.

**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.