



**Job Title:** Summer Camp Education and Administrative Intern  
**Reports to:** Volunteer Manager, Sarah Grove, sarah@thornenature.org  
**Job Status:** Part time, Volunteer or Internship

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**Job Purpose:** Thorne Nature Experience is seeking dedicated interns who will support the Thorne's Summer Camp! Thorne Summer Camp has been connecting youth to nature since 1957! Thorne offers two-weeklong day camps in Boulder and Lafayette, for youth ages 5-15. Thorne's outdoor "Camp Experiences" inspire exploration in nature and offer just the right mix of fun and hands-on learning.

**Program Details:**

- To apply, submit a [Volunteer Application](#) through Google Forms
- Dates of Program: May 30<sup>th</sup>, 2023 – August 15<sup>th</sup>, 2023
- Schedule: 6 hours per week, flexible weekly and hourly commitments
- Location:
  - Sombrero Marsh | 1466 N. 63<sup>rd</sup> Street, Boulder, CO 80303
  - Chautauqua Park | Baseline Road & 9<sup>th</sup> Street, Boulder CO, 80302
  - Mt. Sanitas | (Mapleton Early Childhood Center) 840 Mapleton Ave, Boulder, CO 80304
  - Ryan Elementary 1405 Centaur Village Drive Lafayette, CO 80026
  - South Public Road Trailhead & Arts HUB 420 Courtney Way, Lafayette, CO 80026

**Principal Responsibilities:**

- Attend mandatory training at Sombrero Marsh. Training explains Thorne's Teaching Philosophy, organization mission, and the logistics of the program
- Support Instructors in the field with supplies
- 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
- Research and market analysis projects, as needed
- General office help such as organizing paperwork and files, assisting the staff where needed, writing emails

**Special Requirements:**

- Having reliable transportation

**Desired Skills and Abilities:**

- Bilingual in Spanish and English
- Strong communication skills with adults and children
- Highly relational
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally

**Desired Outcomes:**

- Contribute towards successful delivery of Thorne Summer Camp and the achievement of Thorne's mission
- Contribute towards Thorne's Core Value of inclusiveness, respecting the perspectives and contributions of all people

**Job Interrelationships:**

- Thorne Staff, Instructors
- Other Volunteers and Interns
- General Public and Community Partners

**Desired Behavioral Traits and Attitudes:**

- Team player, fun, outgoing, passionate, organized, creative, and self-motivated
- Strong nature connection
- Positive attitude
- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities

**Minimum Qualifications:**

- Must be 18 years or older
- Must be able to commit 60 hours during Summer Camp
- We are looking for a candidate that is comfortable working outdoors in all weather conditions (including rain, snow, and hot sunny days)

**Working Conditions:** This role requires a physical ability to perform tasks in an outdoor environment in all weather conditions including lifting, standing for long periods, walking on rough terrain, and kneeling. Work takes place in both an office setting and field setting with continuous interruptions and background noises.

**Accommodations:** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

**The 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.

**Equitable Recruiting Policy Statement:** Our goal is to increase diversity amongst our staff at Thorne. We do so by providing equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or any other protected characteristic. It is the policy at Thorne to attempt to reach diverse pools of applicants throughout the hiring process by following the Equitable Recruiting Procedure.

**Thorne Mission and History:** Thorne Nature Experience is a non-profit organization committed to building Earth stewardship by connecting youth to nature through joyful, hands-on, place-based environmental education experiences. Founded in 1954, Thorne has a rich history and has reached more than 250,000 children and adults through its three programs: Summer Camp, In-School Program, and Field Trip Program.