



Title: Nature Adventures Camp Instructor
Classification: Part time, temporary, non-exempt
Department: Education - Nature Adventures
Reports To: Nature Adventures Manager
Created:
Revised: Revised February 2017

Position Summary: The Camp/Class Instructor will work with the Nature Adventures Manager and other lead and assistant instructors in science programs for children ages 4-14 at the Museum and at the Sea Center.

Specific Responsibilities:

- Work with Nature Adventures Manager, other lead instructors, and assistant instructors.
- Interface with parents during check-in and checkout periods.
- Be prepared for camp by reading the curricula and prepping pertinent supplies.
- Teach and facilitate camp activities ranging in a variety of natural history and science-based subjects.
- Breakdown and organize supplies at the close of each camp day.
- Work with Counselors-in-Training (youth volunteers ages 13-17) to help support camps. Provides feedback and recommendations for CITs to Nature Adventures Manager and/or Assistant.
- Maintain appropriate control of class during sessions.
- Supervise the assistant instructors during sessions.
- Supervise, manage, and teach group activities.
- Other duties as needed.
- **Must be available for the following schedule:**
 - Wednesday, June 7-Friday, June 9 (8:00AM-5:00PM) Mandatory Training
 - Monday-Friday, June 12-August 18 (8:30AM-4:30PM)(10 Weeks)

Essential Requirements:

- Experience in leading classroom based informal educational programs or related work
- Strong organizational and leadership skills
- Excellent communication skills (verbal and written)
- Ability to work unsupervised
- Self-motivated and creative
- Dependable, reliable

Work Environment:

- Standard educational classroom environment
- Outdoor environment, including creek and trail exploration
- Some hiking
- Lifting, up to 15 lbs.
- Frequent standing, walking, bending, kneeling, squatting



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The incumbent must be able to perform each requirement of the position as outlined in the job description. Essential Requirements are representative and are essential for satisfactory job performance. The Work Environment characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Signatures:

Employee

I have read this position description and understand its contents.

Employee Signature

Date

Museum

This position description accurately describes the critical and important duties assigned to this position.

Department Head

Date

Director Finance & Administration

Date

Human Resources

Date

Background Investigation:

Yes _____ No _____

Type: Reference SSVerif./Eligibility Verif. Felony/Misdemeanor
Driving History Academic Degree Prof. License
Other

Reason: