



Position Description

Position Title: **Camps Assistant**

Classification: Hourly, (not to exceed 40 hours per week), temporary

Reports to: Education Coordinator

Direct Reports: Youth volunteer camp counselors

ORGANIZATIONAL SUMMARY: The Port Townsend Marine Science Center (PTMSC) is an educational organization devoted to the **mission: *Inspiring conservation of the Salish Sea.*** PTMSC achieves for our mission through three core competencies: 1) exceptional **visitor experiences** in our two exhibit buildings at Fort Worden State Park, 2) extensive **lifelong education** programs for all ages, and 3) a wide range of **citizen science** research projects. Through these endeavors we strive to create our **vision: *A community where ocean literacy is a local legacy fostering generations of knowledgeable and passionate stewards of our coast and marine environment.***

POSITION PURPOSE:

To assist the Education Coordinator in overall management and running of PTMSC marine biology Summer Camps. This will include both administrative, coordination and teaching duties. The successful applicant must be available June 14- August 25th, including all camp sessions the weeks of June 26th, July 10th, 17th, 24th, 31st, and August 7th and 14th, Monday -Friday.

ESSENTIAL FUNCTIONS OF THE POSITION

- Help the Coordinator to accomplish pre-camp tasks including creating schedules and curriculum, meeting with staff, and gathering/preparing materials.
- Lead activities on a variety of marine biology and natural history topics for groups of campers ranging in age from 3 to 13 years old.
- Assist in training and mentoring interns and youth counselors.
- Work alongside AmeriCorps members, providing training and guidance as necessary
- Abide by PTMSC camp policies to ensure the safety of campers and staff at all times.
- Document camp activities and curriculum to be filed electronically.
- Assist with carrying out evaluation, debriefs and end of camp reports.

QUALIFICATIONS

Education and Experience

- Bachelor's degree in biology or education related field
- Minimum of one year of experience leading hands-on science education programs for youth in a field and classroom setting
- Previous supervisory experience
- CPR & First Aid Certification attained prior to start date

Required Skills and Abilities

- Knowledge of informal education methods and strategies for engaging various age groups, from children to adults, in a friendly, outgoing and professional manner.
- Ability to work well with a variety of people from various backgrounds and cultures.
- Strong verbal and written communication skills.
- Ability to walk on uneven terrain for up to two miles carrying up to 30 pounds
- Able to clear state and federal background checks

Compensation

\$13/hour, paid bi-monthly; this position does not include health insurance benefits.

How to Apply

Priority deadline for applications is **May 5th**. Only electronic submissions will be accepted. Please email a cover letter and resume electronically to Education Coordinator Carolyn Woods cwoods@ptmsc.org with the subject: "Camps Assistant Position."