Position Description: Camps Assistant

Position Title: Camps Assistant
Classification: Hourly non-exempt, not to exceed 40 hours per week, temporary/seasonal
Reports to: Education Coordinator
Direct Reports: Youth volunteer camp counselors
Location: Fort Worden State Park, Port Townsend, WA

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 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:
• The Port Townsend Marine Science Center is seeking an environmental educator with a passion for marine biology and conservation and working with youth outdoors to assist the Education Coordinator in overall management and operations of PTMSC marine biology Summer Camps.
• Must be available for:
  o Training and curriculum development weeks of June 8th – 15th
  o All camp dates Monday – Friday for the weeks of June 22nd – Aug 10th
  o Camp wrap-up and debrief days the week of August 17th
• To learn more about summer camps at PTMSC, visit our website: https://ptmsc.org/programs/learn/camps

ESSENTIAL FUNCTIONS OF THE POSITION
• Accomplish pre-camp tasks with the Coordinator including creating schedules and activities, managing camper rosters, meeting with staff, and gathering/preparing materials.
• Lead fun and educational activities on a variety of marine biology and natural history topics for groups of campers ranging in age from 3 to 15 years old.
• Assist in training and mentoring interns and volunteer youth counselors.
• Assist Coordinator with maintaining camp paperwork throughout camp including camper rosters
• Work alongside AmeriCorps members serving at PTMSC, providing training and guidance as necessary
• Communicate with camper parents/guardians during camp about activities, expectations, and camper experiences
• 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
• College degree in biology, environmental science, education, or related field; OR equivalent experience
• Minimum of one year of experience leading hands-on science education programs for youth in a field and classroom setting
• Previous supervisory/team leadership experience
• CPR & First Aid Certification attained prior to start date
Position Description: Camps Assistant

QUALIFICATIONS
Required Skills and Abilities
- Knowledge of informal education methods and strategies for engaging various age groups, in a friendly, outgoing and professional manner.
- Excellent customer service skills for communication with camper parents/guardians
- Comfortable using software such as Microsoft Office and Google Suite
- 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
- Comfortable working on/over the water on piers, floating docks, and small boats.
- Able to clear state and national background checks

COMPENSATION
$14/hour, paid bi-monthly; this position does not include health insurance benefits.

HOW TO APPLY
Priority deadline for applications is March 30th. Only electronic submissions will be accepted. Please email a cover letter and resume to Education Coordinator Carolyn Woods cwoods@ptmsc.org with the subject: "Camps Assistant Position Application."