



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:
 - Training and curriculum development weeks of June 10th & June 17th
 - All camp dates Monday – Friday for the weeks of June 24th, July 8th, 15th, 22nd, 29th, and August 5th & 12th
 - Camp wrap-up and debrief days the week of August 19th
 - No camp is scheduled the week of July 4th; prep days may be scheduled part of the week
- 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 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 youth counselors.
- Assist Coordinator with maintaining camp paperwork throughout camp including camper rosters, sign-in/sign-out
- Work alongside AmeriCorps members serving at PTMSC, providing training and guidance as necessary
- Communicate with camper parents/guardians during camp about activities, expectations, and any camper issues
- 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

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.
- 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 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 **April 1st**. 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."