



PORT TOWNSEND  
MARINE SCIENCE CENTER

## Position Description - Camps Assistant

**Position Title:** Camps Assistant

**Classification:** Hourly non-exempt, not to exceed 40 hours per week, temporary (June - August)

**Reports to:** Education Manager

**Direct Reports:** Youth volunteer camp counselors

**Location:** Fort Worden State Park, Port Townsend, WA

**Organizational summary:** PTMSC is a non-profit marine conservation, science and education organization located in Fort Worden State Park and downtown Port Townsend, Washington. Our two Fort Worden State Park facilities house a small, vibrant aquarium featuring over 150 species from the nearshore habitats of the Salish Sea, a museum with a fully-articulated orca skeleton and natural history collections, and classrooms. The new downtown facility is currently home to a visitor center and store. Our exhibits explore how human impacts such as climate change stress the fragile ecosystems in the Salish Sea, and what people can do, through their collective actions, to affect positive change. Visit [www.ptmsc.org](http://www.ptmsc.org) or find us on Facebook and Instagram to learn more.

**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 Manager in overall management and operations of PTMSC marine biology Summer Camps. To learn more about summer camps at PTMSC, visit our website:

<https://ptmsc.org/programs/learn/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 - August 26th
  - (Except no camp week of July 1st; partial week for prep)
- Camp wrap-up and debrief days the week of Sept 2nd

### Essential Functions of the Position:

- Accomplish pre-camp tasks with the Education Manager including creating schedules and activities, managing camper rosters, meeting with staff, and gathering/preparing materials.
- Lead fun and engaging 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 Education Manager 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.
- Other duties as assigned.

**Other Qualifications:****Education and Experience**

- Higher education courses 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 desired
- CPR & First Aid Certification attained prior to start date

**Working Conditions and Technical/Physical Requirements**

- 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
- This role requires standing, walking, stooping or crouching, kneeling, reaching, pushing, grasping, lifting, feeling, hearing and talking. You must be able to lift objects up to 30 lbs.

**Compensation:**

This is an hourly position at a rate of \$17.00/hr, and is paid bi-monthly.

This position includes Paid Sick Leave at the rate of 1 hour of leave for every 10 hours worked.

On-site housing is provided in a rustic camper trailer (water and electricity hookups but no internet).

**How to apply:**

Priority deadline for applications is March 3, 2024. Only electronic submissions will be accepted.

Please email a cover letter and resume to [jobs@ptmsc.org](mailto:jobs@ptmsc.org) with the subject: "Camps Assistant Position Application."

**Equal Opportunity Employer:** PTMSC provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.