

**Reports To:** Education Director

**Employment Status:** Seasonal

**Salary:** \$25 per hour

### About the Arboretum

Houston Arboretum & Nature Center is a nonprofit organization whose mission is *to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals*. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary encourages visitors to slow down and enjoy the natural world. One of the first nature education facilities for children in the state of Texas, the Arboretum proudly welcomes over 10,000 school children and 500,000 visitors annually.

### Job Description

Do you want to make a difference this summer while also gaining valuable training and experience working in Environmental Education? Are you an organized leader who is eager and enthusiastic to support a team of naturalists in providing fun, engaging summer camp experiences? Can you communicate easily with kids, peers, and parents alike? Do you have a passion for exploring outdoors and inspiring connections to the natural world? You may be just who we are looking for to be our 2023 Summer Camp Coordinator!

The Summer Camp Coordinator position will support the mission of Houston Arboretum & Nature Center by supporting and providing leadership for our summer day camp experiences for children ages 4 – 12 years old. The Summer Camp Coordinator reports to the Education Director, works closely with the Volunteer Manager, and ensures that the Arboretum's nature camps are exceptional for campers and staff.

### Duties and Responsibilities

- Staff Support & Mentoring
  - Support summer camp instructors with daily responsibilities such as gathering supplies and materials, ensuring the classroom is clean and organized, and coordinating guest speakers and scheduled activities
  - Step in to lead camp groups when staff are absent or on a break
  - Support summer camp instructors, interns, and teen volunteers with behavior and group management techniques to maximize camper participation in camp programs
  - Act as a role model for campers and staff
  - Provide feedback and support for summer camp instructors
- Campers
  - Meet camper behavioral and physical support needs in a professional and positive way, including communicating these needs to parents effectively
  - Support campers in respectful and organized use of nature center public spaces and exhibitions
  - Respond to the needs of campers during the camp day
  - Mediate camper conflicts
- Communications
  - Ensures check-in and check-out run smoothly
  - Is available for communications with parents at pick up and drop off
  - Communicates regularly with families about general information, reminders, lost and found, program evaluations, dietary considerations, safety concerns, and other ongoing communications
  - Communicates daily with Education Director and Volunteer Manager about camp developments
- Programming
  - Oversees daily camp operations including staff supervision
  - Manage schedule changes and absences to ensure coverage in all camp groups
  - Coordinate and lead weekly meetings for summer camp instructors

- May attend bi-weekly staff meetings to coordinate camp activities with other departments
- Health & Safety
  - Be lead First Aid responder on site
  - Anticipate and ensure safety for campers and staff
  - Encourage and model preventative health and wellness measures such as drinking water, wearing sunscreen, taking breaks, dressing in appropriate attire, etc.
  - Enforce all camp policies, rules, and regulations
- Supplies
  - Manage camp supply inventory
  - Purchase supplies as needed within the budget
  - Maintain equipment and recommend replacement, repairs, or other needs
- With the Education Director, develop and implement policies, procedures, and programming to ensure camp is educational, fun, risk-aware, and aligned with the camp and organizational philosophy
- Reliable attendance for a 10-week, 40 hr/week summer commitment, plus two weeks prior to camp for training
- Perform other essential duties as assigned

## Qualifications

- Education
  - High school diploma required
  - Bachelor's degree or current enrollment in elementary education, environmental education, outdoor education, biology, natural history, or related field recommended
- Experience
  - Working in a camp setting and working primarily with elementary school audiences
  - Supervising and leading other adults or demonstrating the skills necessary for the role
  - Successfully working with individuals from diverse cultural and socio-economic backgrounds
  - Planning and implementing education activities using various curriculum sources
  - Making both independent and collaborative decisions
- Skills, Traits, and Characteristics Necessary for Success
  - Exceptional interpersonal and communication skills; listening patiently and attentively, expressing self clearly and effectively, and ability to adapt communication based on audience and purpose with inclusivity
  - Strong organizational skills, including managing multiple teaching schedules and other calendar events, maintaining communications with many people at once, and keeping equipment organized and well-maintained
  - Ability to prioritize workload and remain flexible with a positive attitude to deal with weather, schedule changes, and other unexpected circumstances
  - Comfort using basic naturalist tools (binoculars, journals, nets, etc.) and teaching others how to do so
  - Ability to accept responsibility, act professionally in all situations, and be self-motivated
- Physical Demands
  - Working in an outdoor setting during variable Houston summer conditions
  - Standing and walking for extended periods of time, often over uneven terrain
  - Lifting, pulling, and pushing up to 50 pounds
  - Communicating in moderately noisy environments
- Additional
  - Current CPR/First Aid certification or willingness to obtain before start of camp
  - Ability to pass a criminal background check

## Key Details

- Position Location: Central Houston, TX
- Application Deadline: Review of applications begins March 1; accepting applications until position is filled
- Position Dates: Training May 22- June 2, Camp sessions June 5-August 11, Wrap-up days August 14-15
- Pay Rate: \$25/hour
- Hours of work: Monday – Friday, 8am – 5pm
- Uniform shirts provided

**How to Apply**

- Please send resume, cover letter, and list of 3 professional references to Education Director, Tiffany Ritter at [tritter@houstonarboretum.org](mailto:tritter@houstonarboretum.org)