

**POSITION DESCRIPTION**

**Title:** Day Camp Instructor

**FLSA Status**: Seasonal, full-time, exempt

**Reports to:** Camps and Family Programs Specialist

**Location**: Bird Conservancy’s Environmental Learning Center at 14500 Lark Bunting Ln, Brighton, CO

**Salary:** $2000/month, paid biweekly

**Duration:** July 5 – August 13, 2017

**Benefits:** Housing provided at the Environmental Learning Center (a short drive from downtown Denver), including private room, high-speed internet access, and full kitchen.

**Start Date** July 5, 2017

**About the Organization:**

Bird Conservancy of the Rockies conserves birds and their habitats through an integrated approach of science, education and stewardship. Our work extends from the Rockies to the Great Plains, Mexico and beyond. Our mission is advanced through sound science, achieved through empowering people, realized through stewardship and sustained through cross-border collaborations. We monitor and identify population trends, research habitat needs, engage landowners and managers in wildlife and habitat stewardship, and inspire audiences of all ages to be better stewards of the land. Together, we are improving native bird populations, the land, and the lives of people. Learn more about our work and programs at our website: [www.birdconservancy.org](http://www.birdconservancy.org)

Using birds as the hook, Bird Conservancy’s Summer Nature Camps offer day and overnight camp sessions for youth between the ages of 2 and 17, with an emphasis on providing opportunities to safely explore and learn about the natural world, science, and conservation. Camp sessions are designed as part of a progression to introduce children to the outdoors at a young age and build their skills over time, taking our youngest participants from basic, sensorial interactions with nature to a more sophisticated appreciation and understanding of their place in the natural world. Camps range from two-hour experiences with 2- to 5-year-olds and their parents to ten-day overnight camps for 15- to 17-year-olds, the latter of which has participants learning about, conducting, and presenting scientific research projects and exploring careers in natural resources.

**Job Duties and Responsibilities:**

**OVERVIEW**

The Day Camp Instructor will work under the direct supervision of the Camps and Family Programs Specialist to provide high quality bird conservation camps and programs to the Denver Metro area by (1) teaching and supervising campers during Summer Nature Camps (50%), (2) assisting with preparation for Summer Nature Camps (25%), (3) assisting with administrative and management tasks for Summer Nature Camps (10%), and (4) providing education and outreach programming at Bird Conservancy’s Environmental Learning Center and other venues (15%). The Summer Education Nature Camps Instructor will also assist with other education and outreach related tasks as assigned.

**General Essential Job Functions of the Day Camp Instructor include:**

* Supporting and assisting the Camps and Family Programs Specialist in all aspects of summer programs.
* Planning, preparation, and implementation of educational programs including family programs, community programs, outreach events, and Summer Nature Camps.
* Driving a personal vehicle for any camps or programs that take place away from Bird Conservancy headquarters in Brighton.
* Assisting with marketing and advertising for Summer Nature Camps and other education programs.
* Assisting with camp registration, attendance, communication with parents, and other administrative and management tasks.
* Assisting with scheduling of summer education and outreach programs.
* Assisting with general Education Team operations.
* Dissemination of Bird Conservancy’s conservation messages to public of all ages.
* Responsibility to maintain a positive attitude and to refrain from behavior that is detrimental to the staff team and staff morale.
* Supporting the commitment of Bird Conservancy to child abuse prevention by:
  + Reporting any items that may provide a health or safety hazard to staff, participants, or volunteers to the Camps and Family Programs Specialist.
  + Following all policies and procedures related to keeping children safe in our facilities and programs, including those related to the monitoring and supervision of children.
  + Reporting any suspicious behavior and violation of policy and procedures to the Camps and Family Programs Specialist.
  + Completing all child abuse prevention training as required.
* Providing public relations/customer service to parents, guardians, and participants to ensure a positive impression of Bird Conservancy’s Summer Nature Camps and education programs.
* Assisting in coordination and supervision of Leaders-in-Training and Volunteers during day camp programs.
* Sharing responsibility with other Summer Nature Camps staff to ensure the well-being of 5-20 youth during day camps, which vary in length from two to seven hours each day.
* Driving vehicles rented by Bird Conservancy to transport campers to and from field trip sites.
* Providing supervision and instruction to all campers during hikes, field trips and nature/conservation-focused activities, while abiding by all of Bird Conservancy’s Summer Nature Camp Policies.
* Teaching lessons on natural history, ornithology, science, research, conservation, field journaling, and nature awareness/appreciation.
* Monitoring and ensuring good camper hygiene.
* Responsibility for the safety and upkeep of all program equipment.
* Responsibility for camper discipline and group management, and taking campers whose behavior is beyond the scope of frontline staff to the Camps and Family Programs Specialist.
* Being available and flexible to provide support and fill in at any area of the camp at all times

**REQUIRED EDUCATION AND EXPERIENCE:**

* Must be a college student or graduate (preferred), who is working toward or has a degree in Education, Environmental Studies, Biological Sciences, Natural Resource Management, or related field.
* Experience developing and leading environmental, science, leadership, and/or outdoor adventure programs for diverse audiences in formal and non-formal outdoor and classroom settings.
* Specific knowledge and experience regarding bird identification and natural history (birding expertise preferred)
* Prior experience in day and/or overnight camp settings.
* Must be at least 21 years old, with a clean driving record, valid U.S. Driver’s License, and insurance.
* Able to clear state and federal background checks.
* Current CPR and First Aid Certifications.
* Must be in good physical condition, able to lift/carry 40 pounds, and able to hike long distances at elevation.
* Experience and demonstrated proficiency using Microsoft Excel, Microsoft Word, and Microsoft Publisher software programs.
* Effective communication skills, including public speaking and communication through multiple media (print, TV, radio, internet, public events, etc.).
* Strong organizational and logistical skills, and able to multi-task, prioritize, and meet deadlines.
* Responsible, creative, enthusiastic, flexible, and dedicated to providing a safe and age-appropriate learning environment.

**To Apply:**

Please send a cover letter, resume/CV, and list of at least three references (names, phone numbers, and email addresses) **in a single document** to: Allison Fowle at allison.fowle@birdconservancy.org.