Montana Natural History Center
Connecting People with Nature

SUMMER CAMP PROGRAM INSTRUCTOR JOB DESCRIPTION

Job Summary: Have fun this summer while gaining valuable experience in environmental education! Summer Camp Program Instructors will provide leadership and instruction for the full-day Summer Outdoor Discovery Camps at the Montana Natural History Center. These camps are a popular series of programs for kids ages 5–13, and combine experiential natural science education with outdoor fun and adventure. Camps include environmental education, exploration, projects, field trips to local natural areas, free play, games and more. Every week is unique, so camp staff will gain broad experience in outdoor environmental education while exploring a variety of topics in natural history!

The camps run for nine weeks from June 12-August 18 (with no camp the week of July 3rd), with a mandatory two-week staff training session from May 30-June 9. There will also be a final clean-up day on Saturday, August 19th. The schedule is structured so that each instructor will have two or three full weeks off during the summer, meaning each instructor will attend the two weeks of training, then work 7 or 8 out of the nine weeks of camp. Camps include field trips, requiring many (but not all) instructors to be willing to drive MNHC's short buses.

Specific Duties Include:

- Develop and lead week-long, nature-themed programs for students in 1st-5th grade.
- Provide a safe, fun, and educational environment.
- Assure health and safety of the participants and build positive group dynamics.
- Communicate on a regular basis with supervisors, parents, and MNHC staff about camp dynamics, successes, and challenges.
- Supervise morning activities as scheduled.
- Maintain program supplies, assist with keeping MNHC neat and tidy, and make suggestions for program development.

Qualifications:

- Undergraduate degree or equivalent experience in the field of education.
- Must have experience supervising and managing groups of up to 14 children in an outdoor setting.
- Must be able to work as part of a team.
- Strong organizational, communication, group management and writing skills.
- Competence in basic computer software including Microsoft Word.
- Commitment to stewardship and hands-on, experiential education.
- Must be available for the complete duration of the program including the clean-up day and staff training.
- Flexibility, dependability, responsibility, and a desire to have fun!

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Preferred additional qualifications:

- Knowledge of natural history subjects
- WFR, Lifeguard, and/or additional safety certifications
- Experience developing environmental education curriculum in an outdoor setting

Employment is conditional upon applicants:

- Passing a criminal background check
- Obtaining CPR and first aid certification by May 30th, 2017
- (For bus drivers only) Obtaining a Department of Transportation medical certificate (paid for by MNHC) by May 30th, 2017
- Having a clean driving record to be verified by a driving record check

Length of Commitment:

- Instructors will work for 9-10 weeks between May 30 and August 19. The first two weeks will be staff training, and then each staff person will work for 7-8 out of the 9 weeks of camp with 2-3 full weeks off during the summer (including the week of July 3rd, when there are no camps).
- Must attend 2 full weeks of training from May 30-June 9. There are no exceptions to this requirement as this training commitment is essential to ensure the quality of our programs.
- During camp weeks, staff will work 7-hour days (8:30-3:30 or 9:00-4:00, Monday-Friday.)
- All instructors must also participate in the 1 day of camp clean-up on Saturday, August 19, from 9:00am-5:00pm.

Benefits:

- Experience teaching a variety of natural science curricula in an outdoor setting
- Spend the summer exploring, teaching, and learning in local natural areas
- Learn program management skills in planning, evaluation, and safety
- Develop curriculum and pilot your new curriculum ideas in a supportive environment
- Expand and enhance your knowledge of natural history, place-based, and inquiry-based education
- $10/hour

To apply:

Please submit a cover letter, resume, and contact information for 3 professional references to spotts@montananaturalist.org. Application review will begin March 15th, with priority given to applications received before that date. After March 15th, applications will continue to be accepted and reviewed on a rolling basis.

For questions, contact Stephanie Potts at 406-327-0405 or spotts@montananaturalist.org.

Let us know if you are also interested in applying for one of our spring VNS Field Instructor (May) positions!