



# Montana Natural History Center

Connecting People with Nature

120 Hickory Street

Missoula, MT 59801

406.327.0405

[www.MontanaNaturalist.org](http://www.MontanaNaturalist.org)

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<b>Position Title:</b>	<b>Camp Coordinator Assistant</b>
<b>Position Category:</b>	<b>Full-Time, Seasonal</b>
<b>Salary:</b>	<b>\$16.00/hour</b>
<b>Duration:</b>	<b>May 1<sup>st</sup> - August 25<sup>th</sup>, 2023</b>

## WHO ARE WE?

At the Montana Natural History Center (MNHC), we believe that nature-based education inspires connection to the outdoors, a love for the natural world, and in turn, stewardship. Put another way, our mission is to *promote and cultivate the appreciation, understanding, and stewardship of nature through education*. To achieve this mission, MNHC offers a wide range of programming to children and adults in Missoula and throughout Montana:

- Our Visiting Naturalists in the Schools program delivers an innovative, engaging curriculum for 4<sup>th</sup>-5<sup>th</sup> graders throughout the school year.
- We run and oversee the Montana Master Naturalist program in partnership with other organizations.
- Our museum features interpretive exhibits and gardens highlighting the natural history of Montana.
- We host distance learning programs for both youth and adults.
- Our staff lead adult classes on nature writing and natural history topics and lead guided outdoor programs.
- We run exciting homeschool and summer camp programs for youth in grades K - 8
- We publish the *Montana Naturalist* magazine and partner with Montana Public Radio to produce the *Field Notes* radio program.

Here at MNHC, connecting to nature is not a luxury, but a necessity. We strive to build capacity and fundraise. Doing so enables us to help serve all Montanans in our region and to engage our large community in MNHC programs.

## WHO ARE YOU?

We value the benefits a diverse staff can bring to our organization. Whether you're an urbanite or mountain connoisseur from the east coast, west coast, North Pole, or Mars, you'll fit right in. Though we come from different places, our MNHC family is bonded by a deep commitment to our mission.

## ABOUT MISSOULA

Missoula is a serene mountain town tucked away in the Northern Rockies of Montana, an outdoor enthusiast's dream! There are over 60,000 acres of wilderness to explore just minutes from downtown. Missoula's outdoor recreation opportunities make it an excellent location for getting outside. Enjoy hiking, kayaking, cycling, floating, backpacking, skiing, climbing, and more! Missoula has incredible local restaurants, shops, live music, and arts and culture events. It is full of families, students, and people who appreciate and care for the outdoors!

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## ABOUT MNHC SUMMER CAMPS

MNHC's camps for kids Pre-K - 5th Grade 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.

## JOB DESCRIPTION

Have fun, get outdoors, and make a difference this summer while gaining valuable training and experience working in environmental education! The Summer Camp Coordinator Assistant will provide leadership and instruction for the Summer Instructors at MNHC's full-day Summer Outdoor Discovery Day Camps at the Montana Natural History Center. As a camp coordinator assistant, you will help with different summer camp programming in both educational and support positions.

## AREAS OF RESPONSIBILITY

### I. Summer Camp Assistant Responsibilities:

- a) Support Summer Camp Instructors with daily responsibilities such as gathering supplies and materials, ensuring the classroom is clean and organized, ensuring that check-out runs smoothly, and being available for communications with parents at pick-up and drop off.
- b) Lead instruction for Summer Camps as needed.
- c) Prepare emergency contact paperwork for every camper and facilitate Monday morning check-ins for each camp week.
- d) Supervise Instructors and lead MNHC camps when Camp Coordinator is offsite.
- e) Provide feedback and support for Seasonal Naturalists.
- f) Collaborate with the Camps Coordinator to evaluate and adjust camp settings, routines, and systems as needed.
- g) Communicate effectively with parents.
- h) Mediate camper conflicts.
- i) Create camp activities and curriculum.
- j) Gather supplies and inventory needed for camp weeks.
- k) Work with the Camps Coordinator and Teaching Naturalist staff to help lead two weeks of training for Seasonal Naturalists.
- l) Spell Seasonal Naturalists as necessary.
- m) Work with camp registration software to help with administrative duties.

### II. Required Qualifications:

- a) Experience and passion for working primarily with elementary school audiences.
- b) Experience supervising and leading other adults or demonstrating the skills necessary for the role.
- c) Comfort using basic naturalist tools (binoculars, journals, nets, etc.) and teaching others how to do so.

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- d) Interest and engagement with the study of natural history. Desire and willingness to learn more about the natural history of the local area.
  - e) Flexibility and a positive attitude to deal with weather, schedule changes, and other unexpected circumstances.
  - f) Ability to thrive in an environment that is fast-paced, creative, and dynamic.
  - g) Proven ability to plan and implement educational activities using various curriculum sources.
  - h) Proven oral and written communication skills with supervisors, co-workers, and others.
  - i) Strong organizational skills, including managing multiple teaching dates and other calendar events, maintaining communications with many people at once, and keeping equipment organized and well-maintained.
  - j) Proven ability to work independently with little direct supervision and in a team environment.
  - k) Ability to accept responsibility, act professionally in all situations, and be self-motivated.
  - l) Willingness to work and teach both outdoors (for up to a full day, in all conditions) and indoors.
  - m) Ability to use basic computer programs, including Google suite (email, Drive, Sheets, etc.), Microsoft Word and Excel, and others.
  - n) Current CPR/First Aid certification, or willingness to obtain before the start date.
  - o) Ability to pass a criminal background check.
  - p) Valid driver's license, clean driving record, and willingness to transport passengers and equipment.

### III. Additional Desired Qualifications:

- a) Proven ability to deliver educational and interpretive natural history programs such as nature walks, field trips, and group presentations on various topics.
- b) Proficiency in natural history knowledge of northwestern Montana, including a broad knowledge of native flora and fauna, a cultural history of the region, and an understanding of ecological processes and systems.
- c) Practical knowledge of methodologies in natural history education. (Examples include constructivist learning theory; place-, inquiry-, and project-based learning; interdisciplinary learning; service-learning; hands-on approach to learning; etc.).
- d) Experience and interest in recording and studying nature as an artist, writer, and/or scientist
- e) Proven ability to develop, write, and implement the curriculum.

### IV. Reporting Relationships:

The Summer Camp Coordinator Assistant reports directly to the Camps Coordinator.

### V. Diversity, Equity & Inclusion

The Montana Natural History Center is committed to building a diverse community that is inclusive of people from all backgrounds. The Montana Natural History Center does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, citizenship status, genetic information, marital status, sexual orientation, mental illness, or physical illness. This nondiscrimination policy applies to employees, volunteers, participants, and all aspects of our operations.

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## How to Apply:

**To apply**, please send the following to [agiffin@montananaturalist.org](mailto:agiffin@montananaturalist.org):

- *Resume*
- *Cover letter*
- *List of three professional references*

**Accepting Applications until positions are filled**

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