

Summer Camp Associate 2021 Advertisement

Position Description

General Description: Associate position needed to assist San Francisco Bay Wildlife Society at the Don Edwards SF Bay National Wildlife Refuge Environmental Education Center (EEC). This position will be from May – August and is responsible for the planning and organizing of the 2021 Marsh-In Summer Camp Program. The Associate will be working under the Interpretive Specialist, while also being advised by other education staff members.

Marsh-In Summer Camp is a free camp for local students entering grades 1-6 with activities focused on local wildlife species and habitats at the Refuge. In 2020, camp was offered in a virtual format for the first time. It was a huge success and this year plans are being made for another virtual camp with opportunities for on-Refuge activities. Summer camp wouldn't be possible without our team of young volunteers. Habitat Heroes assist with camp by leading camper groups in activities and discussions. Marsh-In Summer Camp participants are chosen via a lottery, and we accept approximately 50-65 students depending on the format.

Associate will also have other opportunities to assist and lead Environmental Education programs, such as public and community group programs.

Responsibilities: Planning and organizing the Marsh-In Summer Camp Program. This will include:

- Develop and plan schedules, spreadsheets and informational letters 40%
- Communicate with parents and guardians of campers, staff, and volunteers 20%
- Organize and distribute camp materials for activities and training resources 15%
- Develop new camp activities 10%
- Train Habitat Heroes and staff on roles during camp week 10%
- Other Environmental Education opportunities 5%

Required: Valid driver's license; Bachelor's degree or current college student in education, environmental science, biology, park management, or related field; experience in leading and/or developing educational programs and/or summer camp programs; basic computer experience including Microsoft Office and Google Docs. Multi-lingual applicants are encouraged to apply!

Time Commitment: Position will begin in mid-May, working 5 days per week Monday – Friday, totaling approximately 35 hours per week. Position will be about 12 weeks, ending in mid to late August and will not exceed 500 hours. This position will likely be working virtually, with some opportunities to go on-Refuge.

Compensation: Salary is \$15.45 per hour. You will be working as a temporary employee for San Francisco Bay Wildlife Society, the nonprofit Friends Group to the Refuge Complex. Benefits are not included. Timesheets are due every two weeks, by the 15th and end of the month. The San Francisco Bay Wildlife Society will provide uniform shirts.

Housing: On-site housing may be available, for applicants living over 40miles from our site. Please indicate in your cover letter if you are interested in this.

Application Instructions: Please send a cover letter and resume including references in a single PDF to Hope Presley at hope.presley@sfbayws.org by end of day Wednesday, April 7th. You will receive a confirmation email once your application has been received, and potentially a request for interview by April 8th. Interviews will be held via Zoom the following week, April 12-16th.

Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law. People of color, women/woman identifying individuals are strongly encouraged to apply.