



Alaska  
Botanical  
Garden

## Environmental Education Camp Counselor (Lead Instructor)

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**Location:** Alaska Botanical Garden 4601 Campbell Airstrip Rd. Anchorage, AK 99507

**Job Status:** Seasonal Full-time Paid Position; (\$5,760 stipend- includes 2 weeks paid vacation July 1<sup>st</sup>-12<sup>th</sup>)

**Season:** Summer 2019 (June 3<sup>rd</sup>-Aug 9<sup>th</sup>)

June 3<sup>rd</sup>-7<sup>th</sup>- Mandatory staff training

June 10<sup>th</sup>- Aug 2<sup>nd</sup> – Weekly Camps (No camps from July 1<sup>st</sup>-12<sup>th</sup>)

Aug 5<sup>th</sup>-9<sup>th</sup> – Camp clean-up and debrief

**Hours:** 8:30am-4:30pm Monday-Friday; 40 hours per week

**Age:** Must be 21 years or older

### Overview:

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The Camp Counselor Lead Instructor will work with the Camp Director, Co-Leader, as well as volunteers to plan and deliver environmental education programs to campers ages 5-13. Prior experience working in a camp or environmental education setting with kids is essential for this role. All activities are delivered outside in our outdoor classroom, set on 110 acres of beautiful Boreal Forest.

### Duties and Responsibilities:

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- Design and deliver environmental education and garden related curriculum activities
- Maintain children's garden beds, entry beds and compost piles in the outdoor classroom
- Gain subject matter competency related to specific Garden areas and subject matter for each camp's weekly theme
- Interact with visitors, answer questions, and facilitate programs as assigned
- Complete programmatic duties such as data entry, copying, and sign making as needed, using standard office equipment
- Attend required meetings and assist with other programs and projects as needed
- Supervise and coordinate 15+ students and volunteers
- Report all accidents, illness and signs of physical, emotional and sexual abuse to the Camp Director
- Safely lead campers and other staff and volunteers to different areas around the Garden and off site
- Respond to environmental, wildlife and other natural hazards; willing to carry bear deterrent and first aid kit at all times
- Supervising children and volunteers at all times including lunch and snack times (children must never be left unattended)
- Maintain camp curriculum binders and equipment

### Physical Demands:

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- Position requires periods of walking (up to 3 miles) and standing with light lifting/pushing up to approximately 20 pounds
- All work is conducted outside, rain or shine
- Must be comfortable working outside for up to 6 ½ hours a day

### Qualifications:

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- Must be able to complete the entire 8 weeks including staff training, camp weeks, and clean-up week (The first two weeks in July we do not conduct camps and will be paid vacation.)
- Have completed at least 2 years of college with credits in environmental education, early childhood, horticulture or related field; or be at least 21 years of age with 2 years of relevant experience
- Have an interest in horticulture or environmental education and an interest in working with the public and kids

- Valid driver's license and or access to a car or public transportation to get to and from work site
- Ability to work 8:30am-4:30pm Monday-Friday
- Hold a current certification in Adult, Child CPR and First Aid
- Able to work in a fast-paced environment and possess exceptional communication and interpersonal skills

To apply send a resume, cover letter and 3 references to the Camp Director, Stacey Shriner, at [education@alaskabg.org](mailto:education@alaskabg.org).  
Call 907-770-3692 with any questions. In your cover letter, please indicate which position you are applying for.