



Environmental Education Assistant Camp Counselor

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

Job Status: Seasonal Part-time Paid Position; \$15.00/hour

Season: Summer 2021 (May 24th-July 30th)

May 24th-28th - Mandatory staff training

May 31st- July 30th – 8 Weekly Camps (No camps from June 28th-July 2nd)

Hours:

Morning Shift: 8:00am-4:00pm Monday-Friday (25 hours/week)

Afternoon Shift: 12:30pm-5:30pm Monday-Friday (25 hours/week)

Age: Must be 18 years or older

Overview:

The Assistant Camp Counselor will assist the Camp Director and Lead Camp Counselor with the delivery of environmental education programs to campers ages 5-16. Prior experience working in a camp or environmental education setting with kids is preferred. All activities are delivered outside in our outdoor classroom, set on 110 acres of beautiful boreal forest. Assistant Counselors will be expected to help teach a variety of subjects covering gardening, art, cooking, and botany. We are hiring for two shifts for this position: 8:00am-1:00pm and 12:30pm-5:30pm. The morning shift will be expected to provide before care activities for campers and the afternoon shift will be expected to provide after care activities for campers.

Duties and Responsibilities:

- Assist Lead Instructor in the delivery of environmental education and garden related curriculum activities
- Help 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 camps' weekly theme
- Help Lead Instructor supervise and coordinate 15+ students and volunteers
- Report all accidents, illness and signs of physical, emotional and sexual abuse to the Lead Instructor
- Assist Lead Instructor in leading campers and volunteers safely to different areas both at the Garden and off site
- Supervise children and volunteers including lunch and snack times (children must never be left unattended)
- Help maintain camp equipment
- Ensure all supplies are clean and sanitized
- Follow all safety guidelines set by the Municipality of Anchorage related to COVID-19

Physical Demands:

- Position requires periods of walking and biking (up to 4 miles) and standing with lifting/pushing up to approximately 30 pounds
- All work is conducted outside; rain or shine
- Must be comfortable working outside for up to 5 hours a day

Qualifications:

- Able to complete the entire 9 weeks of camp including training days (June 28th- July 2nd there are no camps; staff may take time off without pay or work on projects related to future camps)
- Have relevant experience working in an environmental education camp, daycare or other childcare facility preferred
- 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.
- 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 stacey.shriner@alaskabg.org. Call 907-770-3692 with any questions. In your cover letter, please indicate which position you are applying for. Please use "EE Assistant Camp Counselor" in the subject line of your email.