



Summer Camp Program Assistant

About Us:

MEarth is a dynamic environmental education nonprofit that works with over 5,500 community members from across Monterey County annually, through our four core programs: NatureConnect, ClassroomConnect, FoodConnect and CommunityConnect.

Over the last 17+ years, our team has helped steward the development of the 10-acre Hilton Bialek Habitat, an award-winning environmental education center located at the mouth of Carmel Valley (adjacent to Carmel Middle School). We are looking for an enthusiastic addition to our team and can't wait to meet you!

Our mission is to educate + inspire through environmental stewardship.

www.MEarthCarmel.org | [www.Facebook.com/MEarthCarmel](https://www.facebook.com/MEarthCarmel)

Position Overview:

MEarth Summer Day Camps are immersive, inspiring week-long camps on the one-of-a-kind, 10-acre Hilton Bialek Habitat. Campers explore the diversity of wildlife and native plants on the land, while planting, growing, and harvesting fruits and veggies in the organic garden, and gaining early culinary skills in our state-of-the-art, LEED-certified classroom. Summer Camp instructors and assistants help campers prepare MEarth's bounty into tasty snacks, lead them through hands-on activities, and help them make take home nature-based arts&crafts, while teaching easy-to-learn, simple eco-practices to live a more sustainable life—and help their family shrink their carbon footprint too! Each week culminates in an unforgettable, garden-to-table family lunch in the outdoor kitchen. Program Assistants also oversee AfterCare programs.

Responsibilities include but are not limited to:

Educational Support

- Support educational leaders for *MicroGreens + EcoCamp*
- Provide direct supervision of campers enrolled for *AfterCare* in *MicroGreens* weeks
 - *AfterCare* hours: 1:00pm + 3:00pm
- Lead fun activities such as gardening, habitat activities, and games
- Oversee art and science projects
- Ensure a safe and supportive environment

- Provide additional supervision support of campers as needed during instructor breaks and lunch
- Setup and cleanup of science, art, and culinary activities
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas
- Work with and direct volunteers of all ages

Preferred Experience

- Pursuit of a degree in an environmental and/or educational field, college degree a plus
- Experience leading educational and fun activities in a camp or other informal setting
- Strong, personal interest and passion for environmental education, including educating about local environmental habitats and sustainable food systems
- Strong interpersonal skills, ability to work well with youth, peers, volunteers, interns, teachers, etc. in a wide range of situations
- Preference will be given to bilingual candidates

Required Knowledge/Skills

- Demonstrated skill and expertise in accomplishing work-related tasks – with accuracy, precision, completeness, neatness, and quantity
- Demonstrated knowledge in accomplishing work-related responsibilities, including methods, materials, tools, equipment, and fundamental subject matter
- Effective and efficient work habits including organization of work, punctuality and dependability, industry, and good practices of both vehicle and personal safety
- Has worked collaboratively in a team setting, as well as worked independently.
- Has worked in an educational facility directing youth
- Has followed and can provide oral and written directions
- Established and maintained friendly, cooperative, and effective working relationships with all persons contacted in the course of work
- Demonstrated a positive attitude and enthusiasm for work, willingness to conform to job requirements, and ability to adapt to change
- Strong communication skills, both verbal and written
- Demonstrated good judgment, promptness of action, and sound decision making

Required Physical Capabilities

Incorporated with one or more of the essential functions of this position are the following essential physical requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter, and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift and carry supplies and materials weighing up to 25 pounds.

Working Conditions:

MEarth is an innovative and dynamic work environment, providing opportunities for the right candidate to explore a wide variety of avenues available in the environmental, agricultural, horticultural, + educational fields.

The candidate will be working around the school environment and therefore should be comfortable, presentable and a good role model for children. Successful candidate should be self-motivated and able to work alone or in groups. Creative problem solving and project-completion skills are a must.

The working environment is subject to bending, crouching, or kneeling to access information and/or to assist students from ground level to 4.5 feet above the ground, pushing, pulling and lifting of instructional equipment and supplies, sitting on chairs or floor, leaning over for prolonged periods of time, reaching in all directions, and working outdoors for prolonged periods of time.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties to meet the ongoing needs of the organization. Employment with MEarth is at-will.

Successful completion of the hiring process is contingent on applicant passing a multi-agency live-scan fingerprint/background check. (paid for by MEarth)

Women, people of color and LGBT candidates are strongly encouraged to apply. MEarth is an Equal Opportunity Employer.

Compensation: \$15/hour, approximate times 9:00 -3:30

Program Training and Development | June 4 - June 8, 2018

Camp Weeks | June 11 - August 3, 2017. No camp July 2 - 6 for July 4th Holiday

To apply please email resume, cover letter, and references to info@MEarthCarmel.org.

No phone calls please.