



Job Description | Summer Camp Assistant

ORGANIZATIONAL OVERVIEW

MEarth (pronounced Me-Earth) is a dynamic environmental education nonprofit that offers place-based, experiential programs to over 5,500 program participants from throughout Monterey County annually, with a focus on youth. We offer four signature programs: ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect through school-day programs, afterschool field trips, weekend workshops, special events, volunteer opportunities and more.

Our programs come to life at the award-winning Hilton Bialek Habitat (Habitat), a nationally- recognized environmental education center located at the mouth of Carmel Valley (adjacent to Carmel Middle School [CMS]). The 10-acre Habitat is replete with native plant habitat gardens, a pond, off-grid greenhouse, native plant nursery, outdoor amphitheater, organic edible/ornamental gardens, heirloom fruit orchard, outdoor kitchen and wood-fired pizza oven and a LEED-certified cooking classroom. MEarth's age-appropriate, standards-based programming builds inquiry skills, increases awareness of environmental concerns, and invites students to embody sustainable solutions in their lives, homes, schools and communities.

We are looking for an enthusiastic addition to our team and can't wait to meet you!
www.MEarthCarmel.org | 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. Camp Assistants also oversee BeforeCare + AfterCare programs.

Reports to: Program Director

Compensation: \$15/hour

Status: Non-Exempt/Seasonal; 28-32 hours/week

Program Training | June 9 - June 16, 2017

Camp Weeks | June 12-30 + July 17-August 4, 2017

Camp Hours | 8:00am - 2:00pm or 11:00am - 6:00pm

Responsibilities include but are not limited to:

EDUCATION SUPPORT

- Support educational leaders for *Micro Greens + EcoCamp*.
 - *MicroGreens* for campers entering Kindergarten, 1st, or 2nd grades;
 - *EcoCamp* for campers entering 3rd, 4th, 5th grades;
- Provide direct supervision of campers enrolled in *BeforeCare + AfterCare* during *EcoCamp* weeks.
 - *BeforeCare + AfterCare* hours: 8:00-9:00am and 3:00 -5:30pm;
 - With the support of MEarth staff, develop and lead fun activities such as gardening, Habitat activities, and games;
 - Gather materials and oversee ECO arts and crafts projects;
 - Ensure a safe and supportive environment.
- Provide additional supervision support of campers as needed during instructor breaks and lunch.
- Setup and cleanup of culinary-related activities.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas.

HABITAT SUPPORT

- Provide Habitat support as directed daily by the Property Manager.
- Watering and basic maintenance of greenhouse and shadehouse plants.
- Help with organic garden harvest and weeding.

ORGANIZATIONAL SUPPORT

- Collaborate with MEarth staff members.
- Ensure the LEED-certified classroom, outdoor kitchen, and garden infrastructure are well maintained and cared for before, during, and after all activities.
- Ensure that the Habitat remains free and clear of litter and appropriate waste management strategies are followed.
- Participate in MEarth summer camp staff meetings.

PREFERRED EXPERIENCE

- College degree preferred, or pursuit of a degree in an environmental, educational or youth development field.
- 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 and social justice
- 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

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 floors;
- Leaning over for prolonged periods of time;
- Reaching in all directions;
- Working outdoors for prolonged periods of time.

To Apply:

Send a cover letter, resume and contact information for three professional references to info@MEarthCarmel.org with “**Your Name-SummerCampAssistant**” in the subject line. No phone calls please.

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