

POSITION DESCRIPTION Summer Camp Intern

Position Title:	Summer Camp Intern
Employment Classification:	Part Time
Reports to:	Education Manager
Department:	Education
Salary:	Unpaid Internship

JOB SUMMARY

The Summer Camp intern would support the Living Coast Education Department staff by playing an active role in the exciting summer camps occurring at the Living Coast. Summer camps occur June 8th – July 17 with a mandatory training day before camps start on June 6th. Schedules vary depending on camps assigned but may start as early as 8am and end as late as 5pm each day. Responsibilities will include; student safety, assisting in the preparation of materials for camps, assisting in crafts, games, hikes, animal encounters, behavior management and other camp activities, assisting in the set up, clean up, and running of day camps as well as other clerical duties such as filing, data entry, research and more. Students vary in age from 4 – 18 years old.

DUTIES AND KEY RESPONSIBILITIES

- Student Safety
- Preparation of materials for upcoming camps
- Assisting in the running of games, crafts, animal encounters, hikes and more!
- Assisting in behavior management
- Assisting in the set up, cleanup and running of programs onsite
- Assisting in the check in/out of students

PREFERRED QUALIFICATIONS AND SKILLS

- Experience working with children ages 4 – 18 years of age
- Spanish Speaking
- Demonstrated use of computer applications, including but not limited to:
 - Microsoft® Office: Word, Excel, PowerPoint
- Must be enrolled in college level courses
- Comfort working with animals ranging from reptiles, to ocean animals, to birds of prey
- Interest in the fields of Education and/or Environmental Studies or Biology

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is an office job, but may include outdoor activities. Physical requirements include standing, walking, sitting, typing, bending and lifting up to approximately 20 lbs.

Please submit cover letter, resume and availability to Amanda@thelivingcoast.org