

EDUCATION ASSISTANT

Job Summary

The Education Assistant is responsible for assisting instructors with a quality camp experience to groups of students ages 4 – 18 as well as assisting with various guest programs and special events for mixed age groups. Assistants will be responsible for helping with check-in/out, leading crafts, games, supervising kids during bathroom breaks and snack or lunch breaks, as well as other tasks vital to the success of our wildlife day camps. This is a spring and summer season position, hourly, non-benefited. This position reports directly to the Director of Education & Guest Experience.

Rate: \$12/hr

Required Qualifications

- High school diploma or GED equivalent
- Minimum of 1 year of working with students or kids in an informal or formal setting
- Must have strong organizational and interpersonal skills with excellent attention to detail
- Proven ability to work in a team or independent environment
- Experience working with audiences of diverse ages and ethnicities

Preferred Skills

- Working towards a B.A./B.S. in Biology, Education or related field
- Animal handling experience – marine species, reptiles and/or birds of prey
- Having a general knowledge of local species (flora and fauna)
- Bilingual English/Spanish preferred
- CPR/First Aid Certificate
- Valid driver's license

Ability to

- Assist with the instruction of programs, crafts, games, and activities utilizing written curricula
- Effectively supervise groups of up to 25 kids
- Interpret rules and regulations; follow all safety protocols
- Communicate clearly, verbally and in writing, to staff, volunteers, and guests
- Assess and evaluate situations effectively
- Take initiative with minimal supervision
- Respond in a calm manner to emergencies

Working Environment

- The position is in a fast paced, multi-faceted environment that requires the ability to multi-task and respond quickly.
- Some of the work takes place at offsite locations.
- Special events may take place after open hours and while dark.
- Ability to stand for long periods of time and lift and carry up to 50 pounds.

Scheduling Requirements

- Must be available on Monday, Feb 18 for a mandatory camp training
- Must be able to commit to at least 6 of 8 camp weeks, Monday – Friday, 40 hours during the summer camp season of June – August
- May be considered to stay on staff as a seasonal position into the Fall and Winter, pending the needs of the organization

Please submit a resume and cover letter to Elizabeth Argyle at Elizabeth@thelivingcoast.org no later than **January 28, 2019**