

## Summer Camp Assistant at The White Memorial Conservation Center in Litchfield, CT

The White Memorial Conservation Center is a private, nonprofit nature center and museum that provides year-round education programs for children and adults. The Center is nestled in the heart of The White Memorial Foundation, a 4,000 nature sanctuary in the northwestern hills of CT. Four guiding principles direct our work: education, conservation, recreation, and research. Please peruse [whitememorialcc.org](http://whitememorialcc.org) for more information on our property.

White Memorial is looking for a Summer Camp Assistant for 5 weeks, spanning from July 9 to August 10, 2018. This person will work directly with the Education Director in leading a summer camp called Natural History Explorers, geared for children entering grades 3-9. This camp is unique in that our all-day adventures take us not only to the nooks and crannies of the 4,000 acre White Memorial property, but also out to other natural areas in northwestern CT such as Mine Hill Preserve, Haystack Mountain, etc. The first two weeks are designated for 3<sup>th</sup> and 4<sup>th</sup> graders, the second two weeks for 5<sup>th</sup> and 6<sup>th</sup> graders, and the last week for 7-9<sup>th</sup> graders. The camp runs on weekdays from 9:30am-3:30pm. This employee is asked to work from 9am-4pm at \$14/hour (\$14.25 for returning employees). Housing and benefits are not provided.

**The main duty of the Camp Assistant is to help out the Education Director with any tasks assigned during camp, which may include, but are not limited to:**

- Interact with the camp children (up to 12) each day
- Help with general supervision, especially in the van
- Be the “caboose” on our frequent and lengthy hikes
- Assist with any necessary first aid, and check the first aid kits to be sure all materials are in stock
- Perform frequent head counts while out exploring
- Help to resolve social problems amongst the children
- Check in children and take attendance each morning, as well as oversee pick-up
- Check van for children’s belongings
- Vacuum and clean van when needed
- Facilitate activities developed by the Education Director
- Take pictures of daily activities, as well as a group photo, and compile into a slide show at the end of each week
- Help Education Director interpret local natural history
- Fill in for the Education Director when needed

### **Qualifications:**

- Must be at least 18 years of age
- Completion of at least 2-3 years of college education in the fields of environmental education, natural history interpretation, conservation biology, elementary education, or a related field. Equivalent experience may be considered.
- Prior experience working with young children
- Enthusiasm interacting with children and teaching them about the natural world
- Comfort in speaking publicly and managing groups of up to 12 children
- Introductory knowledge of the area’s natural history
- A valid driver’s license
- Current First Aid certification (or the ability to obtain before June 15, 2018)
- An updated physical within 36 months (or the ability to obtain one before June 15, 2018)

### **How to Apply:**

Applications are due by **Friday, February 16**. Please send a cover letter stating the specific job title(s) you are applying for, your resume, and a list of three references to Carrie Szwed, Education Director, at [carrie@whitememorialcc.org](mailto:carrie@whitememorialcc.org), or mail to: White Memorial Conservation Center, P.O. Box 368, 80 Whitehall Rd., Litchfield, CT 06759