Student Job Description

Title: Summer Camp Leader I
Responsible to: Program Manager & Preserve Director
Department: Ecosystem Preserve

Purpose of the Job: To teach nature day camp programs to elementary and middle school students in an outdoors setting. Additionally assist the program manager in the management of the daily operations (education and exhibits, marketing and communication, visitor services and curation of living, non-living and digital collections) at the Bunker Interpretive Center.

Primary Responsibilities:

Summer Camp & Other Educational Programs
- Prepare for, teach, and supervise summer day camp programs for pre-school, elementary, and middle school children.
- Prepare educational materials and supplies for our camp programs and other educational programs and keep them organized. This includes creating registrations sheets, making nametags, creating props (for puppet shows, games and activities), creating and writing handouts, scavenger sheets and educational discovery sheets, copying supplies, creating art project samples, etc.
- Ensure health and safety of camp participants, staff, volunteers, and visitors.
- Actively participate in ongoing training in aspects of the natural history of the Ecosystem Preserve and environmental education and interpretation techniques. Participate in evaluation of the summer camp program.

Exhibits
- Assist with writing interpretative text and designing educational signs and displays for the Bunker Interpretive Center under the direction of the Program Manager. This includes researching, writing, proofreading, and laying out text, photographs and images in an attractive, engaging and informative way. Additionally includes fabrication of props and putting up and taking down displays.

Marketing and Communication
- Assist the Program Manager and Departmental Assistant with a variety of writing, editing, and proofreading projects which may include writing articles for the e-newsletter, posting status updates and photos on our Facebook page, creating event posters, writing and proofreading text for brochures and website content, proofreading a variety of educational lesson plans and reports, and taking photos.

Visitor Services
- Assist visitors to the Bunker Interpretive Center and the Preserve by welcoming them and answering questions.
- Answer the telephone, emails, Facebook posts and/or direct questions to appropriate people.
- Staff the Bunker Interpretive Center when the manager or director are not present. This includes opening and closing the building, assisting faculty and staff and visiting groups with AV requirements.
- Perform light cleaning duties to maintain a clean and inviting presentation inside the BIC such as tidying up educational displays, dusting, sweeping, recycling etc. as needed.

Curation of Living, Non-living and Digital Collections
- Feed and care for our educational animals which may include a variety of reptiles, amphibians, fish, and invertebrates (including frogs, toads, salamanders, turtles, fish, and a variety of small invertebrates such as crayfish, caterpillars, crickets, worms, etc.) Care of the animals include but is not limited to setting up and cleaning tanks and filters including weekly water changes, setting up and monitoring light and heat sources, monitoring temperature and pH levels, monitoring the general health of the animals and administrating medicine when needed. Keeping detailed records of feeding and cleaning schedules, the health of the animals and plants and changes in the behavior of the animals.
- Care for and maintain living plant displays including plants in the terrariums, solarium, throughout the BIC, in the butterfly house, and native plant collection. Care may include watering, planting, deadheading, trimming, spraying with insecticides etc.
- Organize and identify digital collection of photos.
- Other tasks as assigned.

Necessary Skills, Abilities and Qualifications:
- Possess a dynamic personality and energy and enthusiasm for the position.
- Possess the ability to teach curricula in a creative, enthusiastic, and educational manner to preschool, elementary, and middle school age children. Prior experience working with Pre-K to 6th grade students required. Prior experience working with camps helpful but not essential.
- Exhibit a willingness to learn about the ecology and natural history of the flora and fauna of West Michigan.
- Actively participate in initial and ongoing training about the natural history of the Ecosystem Preserve, environmental education and interpretation techniques, and the Ecosystem Preserve's environmental education curriculum.
- Strong work ethic and ability to take initiative and act independently in preparing for scheduled teaching assignments. Must have strong organizational skills and have the ability to manage multiple projects at the same time.
- Strong leadership and communication skills required.
- Be willing to work with others in a supportive, respectful, and friendly manner.
- Willingness to work outside in a variety of weather conditions, in and around poison ivy patches, and insect infested areas.
- Committed to working the entire 10 to 12 week schedule. 40 hours a week schedule.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Facebook and using a copy machine.
- Needs to be comfortable feeding and caring for animals and plants.

Benefits: Gain valuable experience teaching and working with elementary and middle school students (Pre-K to 8th grade), gain work experiences to build your resume (extremely valuable if interested in becoming an early childhood educator, an elementary teacher, naturalist, interpreter, park ranger, camp director, outdoor recreation manager, conservation scientist, land steward, educator at a nonprofit organization, curator at a museum, aquarium or zoo), learn about the fields of interpretation and environmental education and jobs available in these fields, learn interpretative techniques and how to teach students in an outdoor classroom, spend time outside, learn more about God’s creation and yourself.
**Time Commitment:** 10 to 12 week schedule starting the beginning of June through the middle of August. 40 hour a week. Monday to Friday schedule. Some evening work required.

**Suggested Wage Level:** II  
**Suggested Wage:** $8.50

**Typical Length of Employment:**

___X____ Summer  (10 to 12 weeks) _______ Academic Year  ________Year