



CALVIN

ECOSYSTEM PRESERVE

Summer Camp Environmental Educator I

Title: Summer Camp Environmental Educator I

Pay Level & Current Wage: Beta - TBD per an hour

Typical Length of Employment: _____ Academic Year Summer _____ Other

Number of Positions: 2 to 3

Department: Calvin Ecosystem Preserve & Native Gardens

Locations: Bunker Interpretive Center

Supervisor: Jeanette Henderson, Program Manager - jmh46@calvin.edu

Schedule: 11 weeks starting the first Tuesday after Memorial Day in May to the second Friday, in August. (Adjusted for 2020- start date is May 27, end date is August 7.) 40 hours a week. Monday to Friday schedule. 8:00 am to 4:30 pm. 30 minute unpaid lunch. Some evening work required on Thursdays during camp sessions.

Purpose of Position (Summary): 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.

About the Camp Program:

Wetlands & Woodlands Summer Camp creates opportunities for children to connect with nature, while encouraging them to develop a greater understanding and appreciation for God's amazing creation. Through diverse offerings such as nature exploration, games, and nature art projects, campers are immersed in a fun environment that is both supportive and nurturing. For more information about the camps and the topics, we will be studying visit: www.calvin.edu/go/preserve (Programs & Events).

About Calvin Ecosystem Preserve & Native Gardens:

The Calvin Ecosystem Preserve & Native Gardens is a 100+ acre urban preserve and native plant demonstration gardens on the campus of Calvin University in Grand Rapids, Michigan.

Primary Responsibilities:

Summer Camp & Other Educational Programs

- Prepare for, teach, and supervise summer day camp programs for pre-school, elementary, and middle school children.
- Supervise and mentor volunteer Camp Assistants (youth age 12 to 18 years old.)
- Research and write lesson plans on various topics for our camp program.
- 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 hunt 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.

Visitor Services

- Assists visitors to the Bunker Interpretive Center and the Preserve by welcoming them and answering questions.
- Answers the telephone, emails, social media communications and/or direct questions to appropriate people.
- Onsite staffing for the Bunker Interpretive Center. This includes opening and closing the building and assisting faculty/staff and visiting groups with AV requirements during events.
- Performs 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 administering 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.
- Takes photos, produces videos, edits and organizes digital collection.
- Other tasks as assigned.

Additional Responsibilities (Dependent on skills and availability of time):

Exhibits

- Assist with writing interpretative text and designing educational signs and displays for the Bunker Interpretive. 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 social media platforms, creating event posters, writing and proofreading text for brochures and website content, proofreading a variety of educational lesson plans and reports, and taking photos.

Required Skills/Experience/Qualifications:

- Possess a dynamic personality, energy, and enthusiasm for the position.
- Possess the ability to teach curricula in a creative, enthusiastic, and educational manner for preschool, elementary, and middle school age children.
- Prior experience working with Pre-K to 8th grade students required (babysitting, tutoring, teaching Sunday school, being a camp leader etc.)
- Exhibit a desire and the capacity 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.
- Passionate about caring for God's creation and commitment to the Ecosystem Preserve's mission.
- Committed to working the entire 10 to 12 week schedule. 40 hours a week schedule. Some evening work required.
- Current and valid driver's license and the ability to achieve Calvin College's "Approved Driver" status to be able to drive college vehicles (automobiles) on public roads and highways.
- Competency in using Microsoft Office Suite and Google Apps.

Preferred Skills/Experience/Qualifications:

- Prior experience working with camps helpful but not essential.
- Interested in working additional years in a variety of education positions at the Ecosystem Preserve
- CPR and First Aid certification

Physical Requirements: Applicants will work both in a general office setting and outside in the preserve. They must have tolerance for working outdoors in a variety of weather conditions and exposure to biting insects, poison ivy, thorns, etc. Educators must have the ability to safely lift at least 20 pounds. They need to be able to walk over rough narrow paths, wood-chipped trails, muddy areas, grassy fields, sand dunes, and uneven paths, etc.

Benefits:

- This position provides valuable professional experience for college students interested in becoming an early childhood educator, an elementary or middle school 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, how to teach students in an outdoor classroom, and behavior management techniques for early childhood, elementary, and middle school aged students.
- Increase your science and natural history content knowledge.
- Get a behind the scenes look at what makes our organization work and gain knowledge and increase skills in your program area.
- Earn a great reference.
- Enjoy spending time outside.

How to Apply: To officially apply for this position you must fill out an Ecosystem Preserve Student Employee Application online at www.calvin.edu/go/preserve (under Get Involved Section). Completed application and supporting documents need to be delivered to:

Jeanette Henderson, Program Manager at jmh46@calvin.edu or deliver them the mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center

Application Deadline: End of February. Exact date announced on website each year.

For 2020 camp season: Applications need to be received by Feb 21, 2020.