

## Day Camp Coordinator– Homer Day Camp (Summer 2020)

As the **Day Camp Coordinator** for **Day Camp** during the **Summer Season**, help kids from Homer and beyond connect with the ecosystems of Kachemak Bay, become better stewards, and develop a love for the natural world. The Coordinator will work with the CACS Day Camp, based out of Homer. Participants in this program are 6-10 years old of varying abilities and maturity. Each week (Monday-Thursday) of day camp features a different topic, and it is the responsibility of the Coordinator to choose and plan relevant and appropriate activities.



Duties include planning and leading activities, crafts and games relevant to the weekly themes, administering basic first aid, comforting upset children, developing a fun, safe, and positive group dynamic, leading beach and forest hikes, supervising assistant day camp educators, assisting with training and coaching of interns and volunteers, and coordinating travel in a 12-passenger van between locations .

Day camp activities are well-developed and supported, but provide ample opportunities for creativity and flexibility. Position requires experience leading and organizing young children or school groups; some familiarity with intertidal, marine, and forest ecology; good physical condition; patience, compassion, and enthusiasm; and ability to live and work in a residential setting with other staff. Alaska or similar environment and experience with early childhood education preferred.

### Responsibilities

- Act as lead educator for day camp participants at the Homer Spit, Beluga Slough, Bishop’s Beach, Wynn Nature Center, and local trails
- Plan and evaluate all games, activities, crafts, and schedules for participants relevant to weekly topics
- Lead and implement games, activities, and crafts
- Adjust activities as needed to fit the age, interests, and energy-level of the group
- Become familiar with local resources, experts, and opportunities and integrate these to enhance the camp experience
- Coordinate transportation in the 12-passenger van
- Maintain a stock of snacks, first aid supplies, and craft materials
- Model positive interactions with the natural world and human communities, practice good stewardship and respectfulness, and lead stewardship activities
- Develop and ensure a safe, fun, and positive learning environment for participants
- Work cooperatively with other CACS staff and volunteers to provide the best possible experience for participants
- Be able to plan and work at a number of sites, including headquarters office
- Set behavior guidelines for the group and maintain discipline as necessary
- Administer basic first aid and comfort homesick or otherwise upset children
- Assist in the training and mentoring of CACS interns
- Perform administrative tasks, including education program data entry, scheduling, filing, etc.
- Correspond respectfully with parents, caregivers, and volunteers
- Submit written feedback on camp
- Provide weekly photos for social media and blogging projects

Position runs from May 18– August 21, 2020. \$12-\$13/hour DOE + housing.

Contact Seth Spencer: [jobs@akcoastalstudies.org](mailto:jobs@akcoastalstudies.org) or 907-235-6714 for more information

**To Apply:** Please submit a cover letter, resume, and contact information for 3 professional references to [jobs@akcoastalstudies.org](mailto:jobs@akcoastalstudies.org) by January 17, 2019.

Please indicate in both the cover letter and e-mail subject line the positions for which you are applying.