

Day Camp Coordinator (Summer 2021)

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 **Day Camp Coordinator** will work with the Center for Alaskan Coastal Studies (CACS) Day Camp, which is based out of Homer. Participants in this camp are 6-10 years old, with occasional older junior counselors included too. Each week of day camp (Monday-Thursday) features a different theme, such as “Wildlife,” “Water,” and “Bugs and Flowers.” Day Camp starts and ends each day at the CACS Headquarters building in downtown Homer, but most activities take place at the Wynn Nature Center, Homer Harbor/Spit, Beluga Slough Wetlands, Bishop’s Beach, local trails, and other field sites that align with the weekly theme (such as farms, rivers, etc.)

The Day Camp Coordinator will interact directly with participants, leading and co-leading fun and educational activities at various locations throughout Homer. The Coordinator is also responsible for supervising and mentoring a staff of 3-4 educators and interns. The Coordinator will create staff schedules to meet the daily needs of Day Camp, and will lead the Day Camp staff team in writing camp schedules and planning games, activities, and crafts that are relevant to the weekly topic. Day Camp activities are well-developed, but provide ample opportunities for creativity and flexibility.



Qualifications

- Creativity, curiosity, compassion, patience, and enthusiasm.
- Experience or background in early childhood education and/or extensive experience working with children in outdoor settings.
- Commitment to facilitating experiential, place-based, fun, and inclusive learning experiences for children.
- Experience leading small teams of educators, volunteers, or interns. Ability to work in a highly collaborative work environment. Comfort living in shared housing with co-workers.
- Willingness to learn on the job and to adjust and adapt readily to changing circumstances (such as weather, group needs, etc.)
- Familiarity with or interest in learning more about the nature of coastal Alaska.
- Strong communication skills, with the ability to communicate clearly with co-workers and maintain respectful and open communication with parents/guardians, as well provide concise and easy-to-follow directions for kids, communicate science concepts in an age-appropriate way, and make children feel welcome.
- Commitment to CACS’s work towards justice, equity, diversity and inclusion in our programs.
- Dedication to our vision of healthy ecosystems, engaged and connected communities, and inspired environmental stewards.
- Ability to receive and give direction and feedback on a variety of topics.
- Demonstrated good judgment and experience with risk management in challenging settings, including first aid and CPR certification.

Core Duties:

- Plan and lead fun and educational activities for day camp participants, including an emphasis on weekly themes. Work with Day Camp Educators to create a weekly schedule that includes a balanced mix of games, guided exploration, directed activities, art, crafts, guest speakers, and free exploration time.
- Supervise and mentor a team of 3-4 educators, interns, and volunteers, including scheduling of daily tasks and providing feedback and evaluation for team members.
- Develop and ensure a safe, fun, and positive environment for all youth participants. Work cooperatively with parents/guardians and other CACS staff and volunteers to provide high-quality experiences for participants. Administer basic first aid. Set behavior expectations and work with participants to redirect behavior as necessary.
- Communicate program schedule and expectations with parents/guardians at the beginning of the summer and on a weekly basis. Serve as point of contact for parents/guardians and work closely with Day Camp team, CACS Program Director, CACS Executive Director, and/or CACS Bookkeeper to address any special challenges or needs that may arise.
- Model positive interactions with human communities and the natural world, lead planned stewardship activities, and use 'teachable moments' to communicate the importance of stewardship and respect.
- Coordinate transportation of the group in 12-passenger and/or 15-passenger vans.
- Maintain CACS program supplies and perform daily/weekly cleaning of the Day Camp room and vans used for transportation.
- Provide photos for social media and advertising, conduct participant evaluations of programs, and complete basic administrative tasks such as collection of forms, taking of attendance, and program data entry.

Equal Opportunity Employer & Equity Statement

The Center for Alaskan Coastal Studies recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, class, veteran status and other protected status as required by law.

We recognize that the field of environmental education has long excluded Black, Indigenous, and people of color as well as people from working class backgrounds, people with disabilities, and other marginalized groups. We also recognize that environmental injustice and climate change disproportionately impact the most marginalized people in society- including people of color, Indigenous people, people from working class backgrounds, women, and LGBTQ+ people. We believe that these communities must be centered in the work we do and that environmental education will be stronger and richer with more diverse perspectives.

Hence, we strongly encourage people with these identities or who are members of other marginalized communities to apply for positions with the Center for Alaskan Coastal Studies. You are encouraged to self-identify in your cover letter, if you feel comfortable doing so. Please contact Katie Gavenus (katieg@akcoastalstudies.org, 907-235-1974 with any questions or concerns.

Position runs from May 24 - August 20, 2021. \$13-14/hour DOE + housing is provided

To Apply: Please submit a **cover letter, resume, and contact information for 3 references** to jobs@akcoastalstudies.org by January 18, 2021.

In your 1-page cover letter, please explain why you are interested in this position and describe the relevant work, academic, and/or life experience that you will bring to this position. Please indicate in both the cover letter and email subject line the position for which you are applying.