



Summer Programs Assistant

2 positions available

\$850 biweekly + room and board

Start Date: June 3 – August 9, 2024

(2 weeks of training, 8 weeks of programs)

Summer Programs Assistant Position Overview

Summer Programs Assistants (SPA) are trained to work and assist with all summer programs (overnight camp, day camp, adult and family, custom, and Road Scholar) and will work with learners of all ages. The SPA will assist with all programs as needed. This can include serving as a teaching assistant, camp counseling, leading camp activities, performing customer service duties, assisting with university trips, working with custom programs, and other various duties as assigned. The SPA will gain valuable and diverse knowledge regarding a variety of education programming, aquarium and field equipment use and maintenance, boat crew skills and boat safety, group leadership, time management and marine organism husbandry. The two Summer Program Assistants will also work together with education program staff to lead our summer high school internship program. This unique position is ideal for candidates looking to explore a variety of program types and age groups who enjoy variation in their schedule. This demanding but rewarding job best fits individuals who work well independently and as part of a team. Candidates must demonstrate problem solving skills, time and group management skills, flexibility, and enthusiasm for education and the environment.

CBFS is dedicated to the goal of building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment and strongly encourages minority applicants.

SCHEDULE

SPAs will alternate weeks working with Road Scholar Programs/High School Interns and Day Camp or Overnight Camp. 4 weeks will be spent on Road Scholar Programs and 4 weeks will be spent on Day or Overnight Camps. SPAs will be given the opportunity to work with other programs as they are able and available depending on their interest areas.

JOB RESPONSIBILITIES

Job responsibilities will fall into four main categories: Day Camp, Overnight Camp, Road Scholar, and High School Intern Supervisor

For all categories, duties include:

- Ensure the safety and wellbeing of all program participants
- Enforce CBFS rules and regulations at all times
- Take photos during program activities
- Positive customer service for all program participants
- Actively interact with and supervise program participants during program hours, giving them undivided attention
- Represent CBFS in a positive and appropriate way
- Drive CBFS vehicles with and without participants, including 15 passenger vans with kayak trailers

Day Camp Responsibilities

- Assist Field Station Educators in leading day camp classes for participants 5-15 years old
- Assist campers during lunch and snack time
- Lead and assist with outdoor activities such as hikes, kayak trips, games, and other activities
- Utilize positive behavior management and positive group management strategies
- Assist with daily check-in and check-out of day campers, including interacting with parents/guardians in a positive and professional manner

Overnight Youth Camp Responsibilities

- Assist Field Station Educators in leading daily classes for campers aged 8-18
- Assist Field Station Educators and Camp Counselors in leading evening activities for campers
- Plan and lead evening and free time activities
- Fill in for Camp Counselors in counselor duties in the event of illness or injury
 - Please note, this includes staying with campers overnight if the need arises
- Assist campers during mealtimes
- Assist with check-in and check-out of campers, including interacting with parents/guardians of campers in a positive and professional manner
- Supervise campers during free time, evenings, and meals

Road Scholar Responsibilities (Grandparent/Grandchild Intergenerational Camps)

- Assist with check-in and check-out of participants, including providing a high level of customer service to both adult and youth participants
- Plan and lead evening and free time activities for both adults and youth
- Work with Field Station Educators to lead and facilitate classes for participants
- Work with Field Station Educators and High School Interns to prepare a weekly Chesapeake Bay Boil for participants
- Learn the local cultural and natural history to be able to answer all participant questions
- Assist Field Station Educators and High School Interns in inventorying linens, creating linen packets, distributing them to participant rooms before check-in, and collecting linens upon check-out
- Plan and lead evening activities for participants

High School Intern Supervisor

- Act as a role model for high school interns in attitude and behavior
- Assist high school interns as they transition into what may be their first job experience
- Act as RA for high school interns during assigned weeks
- Act as supervisor for high school interns during Road Scholar programs, assigning them tasks and duties as needed
- Assist with handling interpersonal conflicts
- Report any behavior, performance, or interpersonal issues to education administrative staff

Other Duties as Assigned

- SPAs may be asked to assist with day-to-day office tasks such as paperwork, filing, or shredding
- SPAs may be asked to assist with behind-the-scenes duties such as shopping trips, classroom set-up and breakdown, or water runs for aquarium tanks as needed
- SPAs will be given the opportunity to assist with Outreach programs, University & Research classes, Marketing, and other program areas depending on interest and availability

SKILLS GAINED

- Group management techniques and public speaking skills
- Experience working a wide range of ages
- Practice in planning and implementing activities and educational curricula
- Experience in environmental education and understanding of dynamic ecosystems of a barrier island
- Professional and social networks within the environmental education field

REQUIREMENTS

- Must have a BA or BS, be working towards a degree, or possess equivalent experience.
- Comfortable working long hours outdoors in and on the water in adverse conditions (hot, buggy, etc.)
- Ability to connect with, encourage, and direct participants of all ages.
- Must be friendly, energetic, creative, and motivational.
- Ability to think fast, make decisions, and enforce rules.
- Flexible and able to adapt to different programs and age groups as needed.
- Valid Driver's License and submission of recent driving record.
- Current CPR/First Aid certification or ability to get certified before June 3rd, 2024
- Up to date COVID-19 vaccinations (required for all employees)
- Must be 21 or older

PREFERRED EXPERIENCE

- Teaching and/or leadership experience in formal or informal education.
- Experience working with multiple age groups from young learners to adults.
- Previous experience working on boats or with kayaks.
- Experience with summer camps and/or outdoor adventure programs
- A degree in Education, Outdoor Recreation, Biology, Marine Biology, Environmental Sciences, or other relevant fields

PHYSICAL REQUIREMENTS

- Ability to lift 50 lbs repeatedly
- Ability to walk a mile on uneven terrain
- Ability to stand and work for long periods of time
- Ability to work long days and on weekends
- Ability to learn how to handle and work with equipment, including on vessels
- Ability to work in extreme conditions (heat, mosquitos, etc.)

BENEFITS

- Salary: \$850 biweekly
- On-site staff housing provided: furnished 800 sq. ft. two bedroom apt, one bathroom, kitchen and living room, central heat and A/C, all utilities included, shared with max. one roommate.
- On-station meals when programs in session.
- Free laundry facility on-site.

TO APPLY

Fill out the online application form. This form includes a skills survey and long-form questions. Please be sure you have an up-to-date resume ready to upload and three professional or academic references. At least one of the references should be from a former or current supervisor.

Questions? Contact:

Anne Self – Education Director

educationdirector@cbfieldstation.org

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(757) 824-5636 x110

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.