

Subject: Environmental Education and Camp Coordinator In Reno, NV

<https://www.thegreatbasininstitute.org/job/environmental-education-and-camp-coordinator/>

This position is responsible for assisting the Director of Educational Operations with implementation of Great Basin Naturalists Environmental Science Camps at the Galena Creek Visitor Center, and preparing and implementing STEM-based curriculum for school field studies. This position will serve as an AmeriCorps member with the Great Basin Institute and will work collaboratively with the US Forest Service and Washoe County Regional Parks & Open Space.

Our goal is to provide local youth with opportunities to experience the outdoors in a safe, fun, nurturing and engaging setting, and to provide academic, STEM education support for educators.

Description:

- Assist with the Great Basin Institute at Galena's Environmental Science Field Studies Program comprising theme-based activities that capitalize on the unique natural setting of Galena Creek Park and the Sierra Nevada region. Themes include natural and cultural history topics that allow children to experience the outdoors through discovery-based, STEM and environmental education.
- Assist in implementation of the Great Basin Institute at Galena's Camps and School Residential Field Studies to ensure the success and safety of these programs. School Break Camps and Residential School Field Studies include hands-on games, hikes, guided activities, field trips, guest presenters, exploration and play. Staff and Students/campers stay in the beautiful WeChMe Lodge from Monday-Friday for four weeks of summer camp and varying length of times for residential school field studies.

Compensation and Benefits:

- This is an AmeriCorps position, and candidates will receive a stipend of \$18,200. Upon successful completion of the AmeriCorps service term, members shall receive a Segal AmeriCorps Education Award in the amount of \$5,730 that can be used for paying off student loans, or paying tuition for a Title IV accredited college.
- Health and dental insurance provided at no cost to member.
- Shared, on-site housing is available at no charge.
- Trainings provided include but are not limited to: 15-hour Middle Manager ACA Course; First aid; and CPR course.

Timeline: January 1 – December 31, 2016

Additional Position Details:

- Assist the Director of Educational Operations with the administration, management and supervision of a comprehensive summer camp program serving children ages 8-17. Includes the planning, marketing and promotion, scheduling, execution, and evaluation.
- Assist in training and coordinating Educators, Counselors, and Counselors-in-Training.
- Manage the registration process and logistics related to camp and residential school field studies. Provide the highest level of customer service to parents, Educators, Counselors and students/campers.
- Fill in for Educators in school field studies and camps when necessary.
- Enforce camp policies, procedures and regulations.
- Recognize and respond effectively to emergencies.

- Compile statistics and reports to assess and evaluate the success of camps and residential school field studies. Utilize online survey tool and personal interviews to gather parent and teacher feedback.
- Camps include Spring Break Day Camp (March 21- April 1), Summer Camp (June 13-August 5) and Fall Break Camp (October 3-7). Summer Camp includes four weeks of 24 hr/day, Monday-Friday residence at WeChMe Lodge. Residential School Field Studies occur as booked.
- Assist the Director of Educational Operations in delivering environmental education curriculum to students and youth both in the field and in the classroom.
- Develop and enhance discovery-based, STEM curriculum for day and residential outdoor education school field studies.
- Lead in assuring the safety of students and campers.
- Present clear, well-organized educational programs that exemplify professional delivery, thematic development, and cohesive structure that are consistently appropriate for the activity and the audience.
- Communicate effectively and develop relationships with participating teachers, parents and chaperones.
- On occasion, assist with staffing GCVC information desk, providing customer service, and assisting in daily upkeep of GCVC

Qualifications:

- Bachelor's Degree in education or the natural sciences;
- Strong communication and interpersonal skills;
- Background working with K-12 students;
- Campfire skills (song leading, guitar, storytelling) desirable;
- Enthusiasm and commitment to youth outdoor education;
- Ability to work in harsh and rapidly changing environments, work in all types of weather conditions, and otherwise maintain good physical condition.
- Meet AmeriCorps eligibility requirements:
 1. U.S. citizenship or legal resident alien status.
 2. Must be at least 17 years of age.
 3. Received a high school diploma or GED (or be willing to achieve this before using education award).
 4. Eligible to receive and AmeriCorps Education Award (limit of four in a lifetime or equivalent of 2 full-time awards), and
 5. Pass state and federal criminal background checks.

How to Apply:

Qualified and interested applicants should forward a cover letter, their resume, and a list of three professional references to Amy Gladding at agladding@thegreatbasininstitute.org.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.