



NATURE CAMP EXTENDED CARE COORDINATOR

About the Organization

Seattle Audubon advocates and organizes for cities where people and birds thrive. Seattle Audubon is Washington State's oldest environmental conservation organization and recently celebrated its 100th anniversary. We maintain a current staff of 13 and reach a local membership base of approximately 2,800 households. Our current strategic plan, *Cities at the Center*, focuses the organization on five goals within three core themes: urban conservation, equity, and resilience.

Position Purpose Deliver top-notch extended care enrichment for youth at Nature Camp while supporting and promoting the mission of Seattle Audubon.

Location of Work Magnuson Park in Northeast Seattle. Meetings and/or training may be held at the Seattle Audubon office, 8050 35th Ave NE, Seattle, WA 98115.

Qualifications Requires BA/BS in science, education, or related field and/or experience working with children in an informal education or camp setting. Prior extended care and/or teaching experience of children is preferred. Bonus skills such as art, storytelling, music, and writing are highly desirable, as is enthusiasm for learning about PNW ecology.

First Aid and CPR certification required by start of work. (Seattle Audubon will provide certifications to those who need them at no cost.)

Commitment Part time (20 hours/week), seasonal: 11 weeks between **June 20 – September 2**, (includes one week of training/set-up, 10 weeks of camp, and breaking down camp at the end of the summer).

Hours from 2:30p.m. to 6:30p.m., Monday through Friday during camp.

Compensation \$20.00-\$21.00 per hour DOE

Position Summary:

Develop an extended care program for 15-20 campers per day that is engaging and inclusive of campers needs. Supervise snack time, lead at least one structured activity each afternoon, and supervise check out of campers as parents arrive for pick up throughout the afternoon. Act as point person if any parent communication is needed.

Maintain an inclusive childcare setting by working with all participants to tailor each afternoon that results in a fun and engaging camp learning environment. Monitor camper and staff safety and comfort; assist with health care and First Aid as needed; respond to accidents and emergencies appropriately.

Assist with curriculum and systems development, create activity materials, and help train interns and volunteers. Act as a mentor to the high school Junior Naturalist Interns. Assist with camp set-up, breakdown, and cleanup. Treat materials and natural specimens with respect; assist with inventory and packing as needed.

Monitor snack supply and activity materials and obtain additional snacks and materials as needed. Maintain keys to the building and lock and secure the camp room at the end of each day.

Adhere to all health and safety guidelines put forth by Seattle Audubon Nature Camp, including materials sanitation procedures, personal health and symptom checks, and protocols related to ensuring the health of all participants. All staff must be fully vaccinated against Covid-19. Medical and religious exemptions accepted.

Benefits

Staff discount at the Seattle Audubon Nature Shop

A fee waiver for one Seattle Audubon class

Optional enrollment in employee-paid, supplemental insurance (short-term disability, critical care, cancer)

CPR/First Aid Certification provided at no cost

Equal Employment Opportunity Employer

It is the policy of Seattle Audubon to administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, gender, gender identity, color, creed, national origin, age, political affiliation, marital status, sexual orientation, physical abilities, protected veteran status, mental or sensory disability, or any other basis prohibited by law. Seattle Audubon strictly prohibits any sexual, racial or other forms of discrimination prohibited by law. Seattle Audubon's new strategic plan was developed with an organization-wide lens of equity, inclusion, and broad engagement. Women, people of color, LGBTQ, and other talented applicants from historically underrepresented groups are encouraged to apply.

To Apply

Please email a cover letter, resume, and list of references, combined in one pdf or text document, to jobs@seattleaudubon.org. For more information, visit our website: www.seattleaudubon.org. Now accepting applications; interviews will be conducted on a rolling basis until all positions are filled.