



Summer Camp Assistant Educator, Seasonal

About PEEC: PEEC is a 501(c)3 nonprofit funded by donations, memberships, and contracts for services. Our mission is enriching people's lives by strengthening their connections to our canyons, mesas, mountains and skies. We are the operators of the Los Alamos Nature Center in Los Alamos, NM. Our website is www.peecnature.org.

Hours: This is a temporary, seasonal contract position from April 29 to June 24, 2024. Hours will vary. During camp weeks (June 10-14 and 17-21), this position may work from 8:00 a.m. to 5:00 p.m. for a total of 90 hours. In addition, this position will be compensated for 30 hours preparing for camp and attending required training and camp orientation.

Compensation: \$1650 - \$2000 + NMGRT (depending on qualifications) will be paid at the end of the contract.

PEEC is an equal-opportunity employer, and we encourage applicants that help us achieve our goal of having a workforce with diverse backgrounds, experiences, perspectives, and skills.

Desired Qualifications:

- Energetic and hardworking; excited about sharing nature and the outdoors with children
- A strong communicator, verbal and written
- Experience working with children
- A responsible, independent self-starter
- Able to work both independently and on a team with minimal supervision
- Organized and able to juggle complicated schedules
- Comfortable working in an outdoor setting for prolonged periods in all types of weather

General Responsibilities:

- Assist with the implementation of PEEC Pathfinders summer camp program.
- Attend monthly planning meetings with the Lead Environmental Educator (Lead EE). Keep in touch between meetings through phone and e-mail.
- Participate in open and regular communications with the Director of Programs (DOP)
- Help the Lead EE with brainstorming ideas, identifying resources, planning educational activities, editing documents, and problem-solving. Take on tasks identified by the Lead EE (e.g., leading activities, handling behavior problems, taking pictures, overseeing counselors, keeping track of time in the field, and e-mailing parents.)
- Assist the Lead EE during camp activities, work to ensure camper safety, and maintain constructive, open communication with parents during check-in and sign out times.

Casual Employee Definition: A casual employee is an employee who works as needed, with no guarantee of regular hours. Casual employees are not regular employees and do not receive benefits.