



# Pajarito Environmental Education Center

## 2024 Counselor Application

Please complete this application and drop off at PEEC, mail to PEEC (2600 Canyon Road, Los Alamos, NM 87544), or email to [employment@peecnature.org](mailto:employment@peecnature.org). Deadline for applications is March 1, 2024.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Program Availability:** Applicants must be at least 14 years old. Counselors for camps with 4th-6th graders must have completed 8th grade. Counselors for camps with 7th-8th graders must have completed 9th grade.

Please mark 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> next to the program(s) you prefer to work for (first choice, second choice, etc.). If you are unavailable one or more weeks of camp, write N/A in that box.

\_\_\_\_\_ Pathfinders for 1st -3rd Graders, June 10-14, 2024

\_\_\_\_\_ Pathfinders for 1st -3rd Graders, June 17-21, 2024

\_\_\_\_\_ Nature Odyssey for 4th-6th Graders, June 10-14, 2024

\_\_\_\_\_ Nature Odyssey for 4th-6th Graders, June 17 - 21, 2024

\_\_\_\_\_ Living Earth Adventure Program for 7th-8th Graders, June 24-28, 2024

\_\_\_\_\_ Space Camp for 4th-6th Graders, June 24-28, 2024

### Education Information

Current School

Grade in Fall 2024

\_\_\_\_\_  
Other Education (nature classes, outdoor programs, scouting, special certificates, etc.):

\_\_\_\_\_  
**Work Experience** (paid or volunteer; include positions, employers, and dates of service):

\_\_\_\_\_



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### References (No relatives, please):

Name	Relationship	Phone #
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Name	Relationship	Phone #
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**Do you hold a current:**

CPR Certificate?	No	Yes, Date _____
First Aid Certificate?	No	Yes, Date _____
Other Certifications	_____	

### Personal Interests (hiking, climbing, rafting, ornithology, entomology, etc.):

**Please submit written answers to the following statements. You may attach an additional paper, if needed.**

1) Describe how you became interested in nature and the environment.

2) Describe a memorable experience working with children.



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## 2024 Counselor Job Description

### **JOB DESCRIPTION:**

PEEC counselors play an important role in the success of our programs. Counselors support the program's goals by sharing their enthusiasm for nature and opening children's hearts and minds to new wonders in the outdoors. They also support instructors and staff in facilitating program activities and supervising participants. At all times, counselors are expected to show maturity, be responsible, and keep the children safe.

### **QUALIFICATIONS:**

- Age 14 or older by May 1, 2024.
- Completed 8th grade (for programs with 4<sup>th</sup>-6<sup>th</sup> graders) or freshman year of high school (for programs with 7<sup>th</sup>-8<sup>th</sup> graders).
- Be eligible for a work permit (counselors under the age of 16 must obtain a work permit).
- Demonstrate previous experience working with children. First aid or childcare training is desirable.
- Demonstrate previous participation in outdoor programs or nature classes.
- Possess good leadership and communication skills.
- Possess maturity, dependability, and responsibility.
- Possess a cheerful, positive attitude and an enthusiasm for nature's wonders.
- Possess an ability to work with others and follow directions.

### **DUTIES & RESPONSIBILITIES:**

- Attend counselor training, family orientation meeting, and program-week staff meetings. If unable to attend any of these, please discuss your conflict with the summer programs coordinator in advance.
- Regularly check email and phone messages for updates on duties and respond promptly.
- Arrive on time and notify the lead teacher of any tardiness or absence in advance.
- Learn, model, and promote all behavior and safety rules. Report any problems to instructors.
- Assist in program activities with a focus on the participant's enjoyment and success.
- Maintain attendance counts, check participants in and out each day, load equipment onto and off the bus, prepare and organize group games, and supervise small groups during activities.
- Interact with participants throughout the day, including while riding the bus, eating lunch, and during transition times between activities. Pay special attention to participants who are shy, unhappy, or disruptive.
- Put the needs of the participants first. Be friendly and available to all, and try to make time for each participant every day.
- Report a participant's absence from a program activity immediately to instructors.
- Monitor participants for illness and/or injuries, especially dehydration. Report any difficulties related to health or safety immediately to instructors.
- Work cooperatively with fellow counselors to complete assigned duties.
- Follow instructors' directions and seek assistance or advice when needed.
- Demonstrate appropriate, responsible, and respectful behavior at all times.

### **WAGES:**

- Counselors will be paid a rate of \$12.00 per hour plus NMGRT upon successful completion of the program. Timesheets will be completed and submitted to a supervisor.
- Pay details will be spelled out in a signed Service Agreement.