



## **Owl's Hill Nature Sanctuary Summer Camp Instructor Position Description**

**Reports To:** Director of Education

**General Function:** Ensure summer programming runs smoothly by assisting with the activities and overall operations. Owl's Hill youth summer day camp program focuses on animals, conservation and the environment.

**Status:** Temporary, non-exempt position, 40 hours per week

**Term:** Camp starts May 26 and ends July 31, 2026 (M-F). Mandatory training on Thursday, May 21 and Friday, May 22, 2026 (8 am – 4 pm; lunch provided).

**Benefits of the Position:** Gain leadership and activity planning skills, learn about nature center careers, gain experience working with youth, gain valuable knowledge of native plants and animals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the health, safety, supervision and well-being of summer camp participants.
- Instruct curriculum utilizing age-appropriate lessons, activities, crafts, hikes and games.
- Serve as a positive role model for youth.
- Create a positive environment that encourages active learning for camp participants.
- Participate in program activities (class time and outdoor activities) and work to involve all children in program activities.
- Develop and maintain positive relations with all staff, parents, volunteers and participants.
- Check identification of camper's guardians/parents at camper pickup.
- Maintain supplies and equipment in good condition. Report damages.
- Maintain a safe, orderly program area and report any damage. Inspect facilities daily.
- Assist with the set-up and take-down of camp materials
- Assist director with administrative tasks such as processing paperwork, photocopying, etc.
- Attend all staff meetings.
- Position may include supervising campers in early- or extended-day program.
- Other duties as assigned.

### **POSITION REQUIREMENTS: KNOWLEDGE, SKILLS, ABILITIES**

- Ability to follow written and oral instructions.
- Ability to interact in a courteous and productive manner with diverse age groups
- Solid problem solving and decision making skills
- Ability to work both independently and as part of a team
- Enjoys working with children in a youth development, camp, or education setting
- Ability to multi-task; follow policies and procedures; prioritizes tasks
- Enthusiasm and appreciation for the value of nature

### **QUALIFICATIONS**

- Must be at least 18 years of age
- Experience working with children. Informal education experience or past summer camp experience – a plus
- Interest in nature and the environment
- Current First Aid and CPR certification – a plus

**ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS**

- There is manual labor during the set-up and break-down of camp activities
- Ability to lift up to 25 pounds.
- Ability to work outdoors in temperatures above 90 degrees Fahrenheit.
- Ability to stand and/or walk for long periods of time, bend down and ambulate quickly.

*Successful candidates are subject to a background check prior to hiring. All staff are required to attend mandatory training on Thursday, May 21 and Friday, May 22, 2026, from 8 am - 4 pm (lunch will be provided).*

**TO APPLY**

Please complete the [\*\*Summer Camp Application Form\*\*](#) (PDF) and submit electronically to Director of Education at [info@owlshill.org](mailto:info@owlshill.org). Please include CAMP INSTRUCTOR in the subject line.

**Applications will be reviewed as they are received.** Due to the large number of applicants, only those selected for an interview will be contacted. No phone calls please.

Owl's Hill Nature Center is an Equal Opportunity Employer