**Position:**  Nature & Science Summer Camp Coordinator

**Hours:** 30 hours/week

**Work Term:**  June 12th to August 31st, 2023

**Compensation:** $20.00/hr

**What We Do:** This is our 11th year offering nature-based summer camps at the Cowichan Estuary Nature Centre in Cowichan Bay. The Cowichan Estuary Nature Centre is an educational interpretive centre in the Cowichan Estuary, a 400-hectare estuarine ecosystem. The Nature Centre offers hands-on programming for school groups, youth and the general public, plus summer nature and science camps, creatively engaging participants from 5 to 9 years-old in learning activities related to nature, our local estuary, watersheds and ecosystems, conservation and restoration, and citizen science. Visitors and program participants can view marine and intertidal creatures in our aquarium and observation tank, use our microscopes, telescopes, and interactive displays, and learn about birds and wildlife along our estuary’s interpretive trail, from our viewing tower and through hands-on science projects. The Nature Centre is kept open to the public by a dedicated team of volunteers. Educational programs are led by professional nature interpreters assisted by volunteers.

**Job Description:** Science & Nature Summer Camp Coordinator

The role of the Summer Camp Coordinator is a hands-on, energy intensive position. It balances administrative and planning work with leading hands-on nature and science--based camp activities and play. Supported by the Nature Centre Coordinator, the Camp Coordinator will develop and demonstrate key event planning, educational, and leadership skills. Additional mentorship is provided by Cowichan Valley Naturalists and Nature Centre volunteers in understanding the estuarine environment in which they will be working and related environmental issues, topics, and concerns to support them in leading locally focused Nature and Science Camps, as well as in areas of nature interpretation, wildlife conservation and habitat restoration.

In June, you will assist staff in leading our school programs and work on updating the existing camp curriculum to create unique and engaging summer camp programming, primarily outdoors, especially important due to Covid-19 continuing. Tasks vary from managing registrations, answering parent inquiries, and may even include assisting a biologist in seal or heron rescue. You will be responsible for planning schedules and events for each of our five-day camps consistent with current Covid-19 health and safety protocols, and during our camp season (July – August) you and two camp leaders will lead camps of up to 12 children through each day’s activities. Your days will be fun, dynamic and no day will look the same!

**Duties**

* Develop and plan curriculum, including arts, crafts, games, and inquiry science-based activities for children from 5 to 9. Lead summer nature and science camps for groups of children 5-7 and 7-9 each week, including preparation and clean up.
* Take responsibility for the welfare and learning of participants, including reviewing campers’ medical forms and releases prior to each week’s camp, setting behavior limits, and ensuring safe and appropriate camper behavior as needed and within the camp’s Covid-19 health and safety protocols.
* Deliver occasional community education and awareness programs, such as nature walks and school programs prior to the camp season.
* Prepare publicity and promotional materials.
* Organize, maintain, and purchase camp supplies.
* Train, mentor, and coordinate youth camp leaders and volunteers for the Nature Centre.
* Perform other general office duties including answering phone, email, and in-office inquiries.
* Be available for occasional weekends and evenings as needed.

**Qualifications:**

* Accountable, enthusiastic, adaptable, and self-starting.
* Passion for working with children and youth.
* A love of the outdoors, play and hands-on activities.
* Experience working with children and youth, managing behaviors, and creating safe spaces to foster learning.
* Ability to work independently and as part of a team within a non-profit organization.
* Excellent oral and written communication skills; comfortable interacting with the public.
* Willing to ask for help and accept feedback.
* Excellent computer skills in a Microsoft Office suite, social media, and website maintenance an asset.
* Applicants must be between 18 and 30 years old.
* Preferably studying or demonstrating interest in one of the following fields: Education, Child and Youth Care or associated degrees; Biology, Earth and Ocean Sciences, Environmental Sciences.
* As per the national priority to improve access to the labour market for youth who face unique barriers, preference will be **given to young women in the sciences who are currently enrolled in or aim to be enrolled in post secondary studies in science, or who are currently pursuing a career in the sciences,** and all genders are welcome to apply.

First Aid certification is a requirement and training will be provided if needed.

**How to Apply:** Please submit a cover letter and resume by **11:59pm May 15th** via email, mail or in person to:

**Alison Adamson**

**Coordinator
Cowichan Estuary Nature Centre**

**Box 5 Cowichan Bay Rd
Cowichan Bay, BC V0R 1N0**

**Email: alison@cowichanestuary.ca**

**Cowichan Estuary Nature Centre thanks all applicants for their interest. Only those selected for an interview will be contacted. Positions are subject to Canada Summer Jobs funding.**

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