

# San Luis Obispo Botanical Garden Job Description

**Job Title:** Summer Camp Counselor  
**Reports To:** Education Director

## **POSITION SUMMARY:**

Develops, organizes and implements education programs and activities for the San Luis Obispo Botanical Garden's Summer Camp 2017. Ensures programs meet needs of community and goals and objectives of organization. Participates in a leadership role, working with the Education Director and volunteer camp counselors to provide education and supervision to campers, ages 7-11 year old.

Under the direction of the Education Director, plans, implements, coordinates and monitors camp activities including: teambuilding, education, and recreation. Must be available the entire week of July 17-21, with flexible availability the two weeks before and week after camp. Approximated schedule: July 3-7, 8 hours; July 10-14, 16 hours; July 18-22, 40 hours; July 25-29, 6 hours.

\$12/hr for 70 hours. Part-time, Seasonal.

## **REQUIRED EDUCATION and WORK EXPERIENCE:**

Past experience working with children in formal or informal setting. References required.

*The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

**ESSENTIAL DUTIES:** The following job duties are considered essential to this position and can be amended by supervisor as needed.

Work with Education Director before camp to finalize activities, organize materials and facilitate volunteer trainings.

Develop, coordinate, and lead educational and recreational activities for 7-11 year old summer camp attendees.

Assist/lead curriculum hikes (help enforce expectations, set-up activities and participate in nature education).

Supervise meal behavior and clean-up.

Assist/lead group bonding/teambuilding activities.

Maintain communication between campers, volunteers, and staff.

Ensure camper safety.

Assist Education Director with camp wrap-up the week after camp.

## **OTHER DUTIES:**

As directed by supervisor.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **OTHER SKILLS AND ABILITIES:**

Good people skills. Interest in working with children. Interest and knowledge in any of the following: plants, animals, natural history, wilderness skills, craft making, cooking, group games, story-telling.

## **LANGUAGE SKILLS:**

Ability to effectively communicate with supervisors, peers and students. Ability to explain and enforce rules.

## **MATHEMATICAL SKILLS AND REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standards exist. Ability to interpret a variety of instructions furnished in written, oral or schedule form. Good time management. Ability to reason with and help children problem-solve.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to lift up to 25 pounds. Work will include need for regular bending, lifting, standing, walking on uneven terrain. Position includes working in outside environment.

**OTHER CONDITIONS OF EMPLOYMENT:**

Must complete a LiveScan Background check. Must have reliable transportation.

*Based on business needs, management may make changes to this job description or job assignments at any time with or without notice, to accommodate the business objectives of the Garden based on the sole discretion of management.*