

Position: Camp Assistant Educator
Reports to: Camp Manager
Status: Seasonal
Schedule: 37 hours/week. Monday – Friday
Compensation: \$16 an Hour (Holiday Pay – Juneteenth, Fourth of July, New Years Day)

Objective: The Seasonal Camp Assistant Educator helps to keep each day fluid and on track through helping to manage supplies, set-up, clean-up, and prep of activities. The Camp Assistant Educator also help teach activities as directed by their lead teacher, attend walking field trips as an extra chaperone and assist in the advance preparation of activities. Assistant Educators assist in after care for campers where they oversee games, crafts and other fun activities.

Job functions: The duties and functions of this position include, but are not limited to:

- **Instructional Support and Facilitation**
 - Facilitate assigned portions of daily camp activities.
 - Support hands-on, project based, and inquiry-based STEM learning experiences.
 - Assist Lead Educator with lesson delivery and camper engagement.
- **Camper Supervision and Safety**
 - Assist with student check-in and check-out procedures.
 - Supervise campers during scheduled activities and transitions.
 - Monitor and support campers during after care programs.
 - Supervise walking field trips and always ensure camper safety.
- **Program Preparation and Material Development**
 - Assist with daily set-up, preparation, and clean-up of camp activities.
 - Develop or adapt materials as needed to support programming.
 - Reorganize and prepare camp materials for upcoming camp weeks.
- **Logistics and Program Support**
 - Assist with logistical needs and daily operations.
 - Complete additional duties as assigned by the Camp Manager.
 - Support smooth implications of camp schedules and transitions.

Required Qualifications

- **Three to five years of experience teaching in summer camps or formal/informal education settings. Experience in early childhood, elementary, and/or secondary education is preferred.**
- **Bachelor's or degree seeking in education, science, mathematics, or technology.**
- **Knowledge of current educational trends, including project-based learning.**
- **Strong organizational skills with the ability to manage multiple tasks simultaneously.**
- **CPR certification required.**
- **Strong verbal communication skills.**
- **Ability to work collaboratively as part of a team.**
- **Flexibility, adaptability, and a positive sense of humor.**
- **Bilingual skills preferred.**
- **Ability to work 8:00 a.m. – 5:00 p.m. Monday through Friday. Including some holidays.**

- **Commitment to training prior to camp start.**
- **Ability to lift/push/pull 50 lbs. individually; up to 100 lbs. with assistance**
- **Successful completion of background check and drug screening**

Environment: This role requires strong classroom management and supervision skills within a highly active, public-facing environment. The position involves frequent standing, walking, and occasional climbing for a significant portion of each shift. The ability to adapt activities quickly and respond effectively to changing conditions is essential.

How to Apply

Please e-mail resume, cover letter and three references to jobs@nvdm.org. No phone calls please.

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