



## GUIDED DISCOVERIES INSTRUCTOR POSITION DESCRIPTION

<b>Position:</b>	Guided Discoveries Instructor
<b>Direct Supervisor:</b>	Guided Discoveries Coordinator
<b>Employment Classification:</b>	Seasonal, nonexempt, hourly
<b>Compensation:</b>	\$16.50 per hour, bi-weekly, plus provided housing
<b>Schedule:</b>	40 hours/week, Monday-Friday, start date June 8, 2025

### Position Purpose and Summary

Squam Lakes Natural Science Center is seeking a creative and enthusiastic candidate to serve as Guided Discoveries Instructor for our dynamic, 9-week summer day camp program. The Science Center nature day camps encourage discovery, learning, and outdoor play in and around the natural world for kids ages 5 through 13. Our camps are active and emphasize time spent outdoors. The Guided Discoveries Instructor works under the direction of the Guided Discoveries Coordinator and co-teaches week-long camp sessions with them or with another education staff member. The Instructor is responsible for planning and leading educational lessons, activities, and games, and performing other tasks that support the safety and success of the program.

Three positions are available. Ideal start date is June 8, 2026. End date is August 21, 2026.

### Essential Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan and lead innovative, engaging, and age-appropriate activities for nature and science-themed camps targeted for youth ages 5 through 13.
- Develop or update weekly lesson plans.
- Provide high quality customer service to campers and parents.
- Model respectful, positive, and considerate personal interactions through reinforcing, reminding, and redirecting negative camper behaviors to provide a positive experience for all campers.
- Create engaging displays in the Guided Discoveries Classroom to provide a welcoming environment for campers and parents.
- Care for, maintain, and develop high-quality program supplies and equipment.
- Maintain cleanliness and safety of all program and camp spaces.
- Ensure safety of site, activities, and participants; report any accidents, injuries, and safety concerns to Camp Coordinator and Education Director.
- Other duties as assigned.

### Education and Qualifications

To perform this job successfully, an individual must have the following education and/or experience.

- Must be at least 18 years of age.
- Must be able to successfully pass a background check to interact with children.
- High school diploma or equivalency is required.
- Bachelor's Degree with a major in the natural sciences, environmental education, natural resources interpretation, or a related field, or comparable relevant experience, is preferred.
- Current progress towards obtaining a degree or continuing education is appreciable.
- Significant, documented, professional experience is preferred.

### Knowledge, Skills, and Abilities

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

- Prior experience teaching in a nature-based or recreational camp setting with youth ages 5-13.
- Basic knowledge of biology, ecology, zoology, etc. Knowledge of NH Natural history is a plus.

- Motivation, a willingness to learn, and a desire to work with youth.
- Positive and enthusiastic attitude.
- Ability to work well independently and as part of a team.
- Current certification, or willingness to obtain, Adult & Child CPR/First Aid with AED. (Provided at no cost)
- Able to receive a clean criminal background check before hire (as required by NH state law when working with youth).

### **Physical Demands**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand for extended periods of time.
- Must be able to verbally communicate with staff, individuals on the phone, and visitors.
- Must be able to use office equipment such as computers, telephone, multi-function copy/scan/print machines.
- Ability to work in an environment that includes exposure to zoonotic diseases and environmental allergens including but not limited to dust, mold, pollen, live birds, live mammals, live reptiles, live insects, and other animals.
- Ability to work outside in all weather conditions, locomote long distances on uneven terrain, and lift at least 25 pounds unassisted.
- Must be able to tolerate working in a variety of environmental conditions and climates.
- Must be able to remain patient in perceived times of crisis or actual crisis.

### **Compensation**

The Guided Discoveries Instructor is a seasonal, nonexempt, hourly employee with a starting pay of \$16.50/hour. The position requires 40 hours/week, Monday-Friday. Compensation package includes housing provided at no cost to employee.

Three positions are available. Ideal start date is June 8, 2026. End date is August 15 or August 21, 2026. These dates include training, planning, and 8-9 weeks of camp sessions.

Housing costs, including internet and utilities, are covered by Squam Lakes Natural Science Center. Housing is located two miles from the Science Center. Accommodations are shared with one other person and depending on availability are either dorm room style with private bathroom and access to a shared commercial kitchen and living room space, or a one-bedroom cottage with kitchen and bathroom. The housing is located on a property with other units occupied by employees of local nonprofits. The property includes amenities such as pickle ball courts, outdoor fire pit, and lake access; amenities are also open to the members of the community. Transportation is required to get to and from the Science Center and to services such as grocery stores.

### **To Apply**

Complete the Employment Application available at <https://nhnature.org/who/careers.php> and submit, along with a cover letter and resume, to Human Resources and Finance Manager Bonnie Baker at [bonnie.baker@nhnature.org](mailto:bonnie.baker@nhnature.org).

*The above position description is not intended to be all-inclusive. This role may be required to perform other reasonably related duties assigned by the supervising manager or director. Squam Lakes Natural Science Center reserves the right to update or revise the position description anytime.*

*Squam Lakes Natural Science Center is a welcoming inclusive organization that is committed to ensuring that individuals of all backgrounds and abilities are welcome and respected. Squam Lakes Natural Science Center provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, religion, national origin, gender expression, marital status, age, sexual orientation, Vietnam Era/Disabled Veteran status, age, disability, or genetics. In addition to federal law requirements, Squam Lakes Natural Science Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Please contact our Human Resources and Finance Manager, Bonnie Baker, [bonnie.baker@nhnature.org](mailto:bonnie.baker@nhnature.org), with any employment-related questions.*

Revised 1/2025