



## GUIDED DISCOVERIES INSTRUCTOR POSITION DESCRIPTION

<b>Position:</b>	Guided Discoveries Instructor
<b>Direct Supervisor:</b>	Education Director
<b>Employment Classification:</b>	Seasonal, nonexempt, hourly (40 hrs/week)
<b>Compensation:</b>	\$16.50 per hour, bi-weekly
<b>Schedule:</b>	40 hour/week, Monday-Friday, June 3- July 26, 2024 (start date is negotiable)

### Position Purpose and Summary

Squam Lakes Natural Science Center is seeking an energetic and passionate candidate to serve as Guided Discoveries Instructor for our dynamic, 8-week summer day camp program. Science Center nature day camps encourage discovery, learning, and outdoor play in and about the natural world for kids ages 4 through 14. Our camps are active and emphasize time spent outdoors in all weather. The Guided Discoveries Instructor works alongside the Lead Guided Discoveries Instructor and is responsible for planning educational activities, leading day camps, handling live animal ambassadors, and performing other tasks that support the safety and success of the program.

This is an eight-week position from June 3-July 26, 2024.

### 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 4 through 14.
- Develop or update weekly lesson plans.
- Provide high quality customer service to campers and parents.
- Handle animals for educational purposes while ensuring the safety of animals, campers, and yourself.
- 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 office spaces.
- Ensure safety of site, activities, and participants; report any accidents, injuries, and safety concerns to 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 4-14.

- Knowledge of New Hampshire's natural history.
- Animal handling experience is preferred.
- Demonstrated public speaking skills and ability to effectively communicate with diverse audiences.
- Ability to play a musical instrument(s) and willingness to play with/in front of kids is desired.
- Willingness to sing songs with campers.
- Positive and enthusiastic attitude.
- Motivation, a willingness to learn, and a desire to work with youth and animals.
- Current certification in Adult and Child CPR/First Aid with AED.
- Able to receive a clean criminal background check prior to hire (as required by NH state law when working with youth).
- Ability to work well independently and as part of a team.
- Certified Interpretive Guide through the National Association for Interpretation is preferred.

### **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 50 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. This eight-week position requires 40 hours/week, Monday-Friday, from June 3-July 26, 2024 (start date is negotiable). These dates include training, planning, and five weeks of camp sessions.

### **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 2/2024