



## Summer Education Intern Job Description

**Compensation:** \$18/hour

**Hours worked:** 25-29 per week (during summer camp weeks)

**Dates of Employment:** July 1 to August 15, 2024

**Supervisor:** Education Manager

**FLSA Status:** Non-exempt

The Summer Education Intern will assist in the coordination of Friends of the Dunes summer camp programs under the supervision of the Education Manager. This position is 25-29 hours per week during weeks when summer camps are offered. During non-summer camp weeks, hours will be based on need and funding availability.

### Tasks include:

- Assisting with the planning of summer camp schedules and activities
- Serving as an extra adult for general “crowd control” and safety during summer camps
- Assisting with and leading summer camp activities
- Preparing necessary supplies and materials for each day of camp
- Keeping educational supplies clean & organized
- Tracking summer camp attendance
- Assisting with special events as needed

### Qualifications and Requirements

The qualified candidate will:

- Possess, or be pursuing, a bachelor’s degree in a related field
- Have experience working with elementary school students
- Have experience leading environmental education programs
- Have some knowledge of and a strong interest in local coastal ecology
- Be reliable, dependable, organized, and able to work independently
- Possess excellent interpersonal, written, and verbal communication skills
- Have up-to-date computer skills, including MS Office (Word, Excel, etc.) and email
- Be able to perform moderately strenuous activities such as walking uphill in sand or lifting and carrying at least 25 lbs
- Have a reliable vehicle, valid driver’s license, and auto insurance
- Be available during the dates and times of summer camp programs, as listed on our website: [www.friendsofthedunes.org/summer-camp](http://www.friendsofthedunes.org/summer-camp)

Additional skills and experience are a plus:

- Familiarity with Friends of the Dunes programs
- Experience coordinating volunteers
- Experience with curriculum design
- Knowledge of Humboldt’s coastal environments

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