Definition
The Assistant Little Naturalist Camp Teacher is responsible for assisting the lead camp teachers with teaching nature and environmental education programs for children ages three to five years of age. The assistant LN Camp Teacher’s goals are to assist the lead teachers with encouraging students’ awareness and appreciation of the environment, broaden students’ knowledge of nature, the natural world, and other science concepts, and foster students’ commitment to the protection of the natural environment. The Assistant Little Naturalist Camp Teacher assists with the hands-on educational activities including prep, set-up, and clean up.

Supervision
The Assistant Little Naturalist Camp Teacher works under the direct supervision of the Little Naturalist Camp Director.

Essential Functions/Duties Include But Are Not Limited To:
1. Meeting with the Little Naturalist Camp Teachers to review goals prior to camp starting.
2. Attending Camp Teacher Training and Little Naturalist Camp Teacher Training.
3. Arriving on site early enough to be able to fully set up all activities & areas needed, and be completely ready to assist with the sign-in of campers at least 15 min. prior to camp start.
4. Maintaining focus on campers during camp hours. All set-up or clean-up must occur before and after Camp. During Camp hours, the LN Camp Teacher’s attention is focused solely on the safety & quality experience being provided for the campers. Campers must be supervised at all times for the duration of programs, according to ENC policies and procedures, until released to their guardians.
5. Supervising & delegating set-up & full clean-up needs to Leaders in Training (LIT’s), teen volunteers that help with Nature Camps.
6. Keeping bathrooms fully stocked and clean during camp hours. This includes refilling toilet paper for all stalls, paper towels in dispensers as well as baskets on counters, hand soap in portable dispensers.
7. Documenting daily curriculum activities through photos and descriptions.
8. Maintaining positive communication with all program participants and families, as well as all visitors to the nature center.
9. Keeping materials organized, and completely cleaning all teaching/snack/lunch areas used for the day, including kitchen, before leaving.
10. Attending a follow-up meeting at the end of each camp to review the camp and provide feedback for future camps.
11. Completing a program or camp evaluation after session is complete.
12. Meeting with Little Naturalist Camp Director to go over evaluation.
13. Obtaining appropriate approval for any Little Naturalist Camp related purchases.
14. Notifying the Grounds Manager of any safety hazards (i.e. fallen trees), and for closing any trail if necessary.
15. Additional duties as assigned.

Qualifications & Requirements
1. Commitment to the mission, vision, and core values of the ENC.
2. Ability to work independently with minimal supervision and demonstrate flexibility.
3. Minimum of 12 Early Childhood Education units required
4. Minimum of six months experience working with young children ages 3 - 5 years required.
5. Current CPR and First Aid Certificate required.
6. Fingerprinting will be required.
7. Knowledge of California’s plant and animal life highly desirable.
8. Knowledge of California Native Americans and local indigenous people highly desirable.
9. Ability or willingness to handle a variety of animals including amphibians, mammals, arthropods, and reptiles.
10. Ability to memorize and recall facts, figures, and information.
11. Ability to move up to fifty pounds and set up equipment.
12. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
13. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
14. Ability to work outside in a variety of weather conditions and temperatures.
15. Regular, reliable and punctual attendance is essential because of limited resources, costs, productivity, and quality continuity.
16. Ability to work irregular hours, including occasional weekends and evenings.
17. Ability to interact successfully with supervisors, staff, teachers, parents, and students.
18. Computer (Macintosh and Microsoft Office) experience required or willingness to learn.
19. Must possess a valid driver’s license and preferably a personal vehicle.

**Skill to:**
1. Instruct and supervise children in an indoor or outdoor setting.
2. Communicate effectively in the English language, in both oral and written forms.
3. Create and maintain strong cooperative relationships with school staff and volunteers.
4. Understand and carry out oral and written instructions in an independent manner.
5. Understand and apply pertinent personnel policies, laws, rules, and regulations.

**Education, Training, and Experience:**
1. Attending a program to earn a Bachelor’s degree from a four-year college or university with major course work in Early Childhood Education, or related field and or Master Teacher permit or higher is desired.
2. Experience working with children in an outdoor or environmental education setting is desired. Background strong in hands-on, open-ended programs.
3. Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, including adults in small as well as large group activities.
4. Current CPR and First Aid Certificates are required within two months of employment.
5. Continue professional development including workshops, seminars, trainings and education units.