

# **PUBLIC LANDS STEWARDS**

## **AMERICORPS POSITION DESCRIPTION**



**POSITION TITLE:** Summer Camp Program Assistant

**PARTNER ORGANIZATION:** Mt. Adams Institute

**WEBSITE:** [www.mtadamsinstitute.org](http://www.mtadamsinstitute.org)

**PROJECT LOCATION:** 2453 HWY 141, Trout Lake, WA 98650

**SERVICE DATES:** May 2, 2022 to September 16, 2022 (675-hour position)

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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the program assistant will the season learning to operate MAI's Summer Day Camp Program for ages 6-11. This position is perfect for a person who has experience and passion for environmental education, science education, social emotional learning, spending time outside AND is ready to grow their coordination skill set.

The position entails a mix of educator and coordinator responsibilities. Time before and after the camp season will be spent focusing on staff training and camp activity development. During the summer, the position shifts to supporting the implementation of camp logistics, including family communication, transportation, staff support and camper engagement.

Summer Camps run Monday through Thursday 9am – 3pm for campers ages 6-11. Friday is dedicated to staff meeting and preparation for the upcoming week. Hours will vary each day.

Summer Camp is dedicated to inspiring curiosity about the natural world through outdoor exploration and adventure. Our camps have a placed-based outdoor science education focus that strive to:

- Promote individual responsibility and personal growth
- Foster creation of community and understanding of the natural world
- Encourage inquiry, systems thinking, creativity, and sustainability studies
- Have fun

**ESSENTIAL FUNCTIONS** (TO INCLUDE, BUT NOT LIMITED TO):

- Assist Summer Camp Coordinator with program logistics for the 2022 program season. Summer camp staff training begins on May 31. Summer camps run June 20-August 18. The remaining weeks after camp will be focused on closing down the camp for the year, developing new curriculum and engaging in outreach activities.
- Assist with the development of summer camp staff training.
- Assist with the development of summer camp curricula.
- Help facilitate summer camp training
- Support summer camp educators during camp, including providing feedback and engaging with campers.
- Learn and support other camp operations such as driving camp shuttles, assisting with camp registration and family communications, and cleaning.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation, trainings and graduation.
- Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
- Wear MAI identifiers and required safety gear while performing service or attending official events.

**POSITION REQUIREMENTS:**

## SERVICE SITE

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to take direction, complete tasks, and pay attention to detail.
- Ability to be self-sufficient once trained in a task.
- Ability to communicate effectively to the general public, campers, camper guardians, Summer Camp team members and supervisor.
- Ability to stay organized and be on top of many moving pieces and logistical challenges.
- Able to lead, supervise, mentor, and teach youth ages 6-11.
- Ability to communicate effectively in oral and written forms.
- Competent using a computer, Google Suite, internet applications, and a variety of software.
- Personable and socially competent.
- Regular and reliable attendance.
- Ability to work independently as well as on a team.
- Comply with all Partner Organization safety policies and procedures.

## MT. ADAMS INSTITUTE/AMERICORPS

- 21-30 years of age at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
- Ability to commit to the full 20-week term of service.
- Attend mandatory MAI Orientation, career development trainings, and graduation.
- Selection, placement and retention are contingent upon passing the National Sex Offender Public Registry, state of service and state of residence criminal history check and a national FBI check. These are completed at no cost to the applicant.
- Participants are eligible to serve up to four terms of service and receive AmeriCorps Education awards for each term of service up to the value of two full time education awards only. Applicant cannot be enrolled in two AmeriCorps terms at the same time.
- **Must be fully vaccinated** against Covid-19 with the ability to provide documentation or have an approved medical or religious exemption prior to the start of the position. *Exemption forms can be found on our [website](#) and once submitted, they must go through a review and determination process before being approved.*
- **Must follow all Covid-19 policies** at the service site including any changes that are implemented throughout the course of the program. Policies may include masking/social distancing, remote/virtual work, altered field duties and other restrictions determined necessary to keep site staff, partners and the public safe. Accepting a position means accepting the current requirements and any updates to those requirements while enrolled in the program.

## PREFERRED QUALIFICATIONS:

- Background in education, outdoor guiding, environmental stewardship, environmental science, or environmental policy.
- Experience working with elementary, middle and high school students in an outdoor setting.
- Experience developing age-appropriate curriculum for K-12 students.

## BENEFITS INCLUDE:

- \$7,500 living allowance (\$375 weekly) paid over term of service (Interns are paid once a month, on the 10<sup>th</sup>)
- \$2,474.27 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Child Care Reimbursement
- Live and work in a beautiful setting with many opportunities for outdoor recreation.
- Professional development trainings and networking opportunities.

- Provide meaningful service to the community and environment

#### HOUSING:

- Free housing provided. The intern will have the option to live on Mt. Adams Institute's campus in Trout Lake, WA. This is rustic, bunkhouse-style housing, and will be shared with other summer camp educator interns, including the kitchen. Staff are responsible for maintaining clean and sanitized bunkrooms and common spaces. For the first couple of weeks (May 2-20), the MAI bunkhouse will not be available, however, a room in a Forest Service bunkhouse on campus, will be available.

#### TRANSPORTATION INFORMATION:

- Intern is responsible for travel to and from Mt. Adams Institute campus.
- Campus is not accessible by public transportation.
- A personal vehicle is needed to access supplies/resources during off days/hours. The nearest major grocery store is 35 minutes away in White Salmon, WA or 40 mins away in Hood River, OR.
- An organizational vehicle is available for service-related travel.

#### OTHER CONSIDERATIONS

- Trout Lake has a post office, general store, café, coffee shop, gas station, taco food truck, pizza food truck, and one restaurant, The Trout Lake Inn. The hours of these establishments vary and are not always consistent. The closest towns with full-service grocery stores and resources are White Salmon, WA (35 mins away) and Hood River, OR (40 mins away). Cell phone service in Trout Lake can be spotty, especially in the wilderness areas. More resources will be provided to the applicant during and after the pre-interview.

#### DIVERSITY, EQUITY AND INCLUSION:

MAI celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social economic class, religion, professional status, pregnancy, or parents/guardians with children. MAI is committed to a diverse workplace and to supporting our Interns and staff with trainings and career development opportunities.

MAI provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

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#### APPLICATION INSTRUCTIONS:

Email the following documents to Erica Bingham at [erica@mtadamsinstitute.org](mailto:erica@mtadamsinstitute.org):

- Resume
- Cover Letter (One for each position applying to).
- Three Professional References – Information to include: Name, Title, Relation to you, email & phone number.
- Supplemental Questions:
  - What is your motivation for applying to this position?
  - What are you hoping to get out of this experience?

#### PROCESS:

1. MAI screens application materials, conducts pre-interviews, and recommends qualified applicants for Service Site interviews.
2. Service Sites interview candidates, conduct reference checks, and recommend placement.
3. If position is offered, additional paperwork will be required.

***Due to Covid-19 parts of our programming may change***

**ADDITIONAL INFORMATION:**

- More information can be found at [mtadamsinstitute.org/public-lands-stewards](https://mtadamsinstitute.org/public-lands-stewards)
- Cover letter information can be found at <https://www.macsl.org/articles/cover-letters>

**QUESTIONS? CONTACT:**

**Erica Bingham**

Public Lands Stewards Program Coordinator

[erica@mtadamsinstitute.org](mailto:erica@mtadamsinstitute.org) | [mtadamsinstitute.org](https://mtadamsinstitute.org)

