



JOB DESCRIPTION

GUIDED DISCOVERIES INSTRUCTOR

Position:	Guided Discoveries Instructor
Employment Classification:	Seasonal, non-exempt hourly (40 hrs/week)
Immediate Supervisor:	Education Director

About Squam Lakes Natural Science Center

The mission of Squam Lakes Natural Science Center is to advance understanding of ecology by exploring New Hampshire's natural world. Through spectacular live animal exhibits, natural science education programs, an informal public garden, and lake cruises, the Science Center has educated and enlightened visitors since 1966 about the importance of our natural world. Squam Lakes Natural Science Center is located on Route 113 in Holderness, an easy drive from exit 24 off I-93, and is open daily from May 1 through November 1. The Science Center is accredited by the Association of Zoos and Aquariums (AZA) and is the only AZA-accredited institution in all of northern New England. To learn more visit nhnature.org.

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 day camps encourage discovery, learning, and outdoor play in and about the natural world for kids ages 4 through 12. Our camps are active and emphasize time spent outdoors—even when it is raining, hot, or chilly. The Guided Discoveries Instructor is responsible for overseeing the day-to-day operations of the summer camp, supervising and coaching the Guided Discoveries Intern, planning educational activities, leading day camps, communicating with parents, handling live animal ambassadors, and performing other tasks that support the safety and success of the program. The Guided Discoveries Instructor must be available to work Monday through Friday May 28-August 19, 2019 (start date is negotiable). These dates include training and planning time and eight weeks of camp sessions.

Key Responsibilities

- Plan and lead innovative, engaging, and age-appropriate activities for eight weeks of nature and science-themed camps targeted for youth ages 4 through 12.
- Develop weekly lesson plans.
- Provide high quality customer service to campers and parents.
- Coordinate daily camp activities and animal encounters.
- 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.
- Purchase camp supplies and track camp supply budget.
- Care for, maintain, and develop high-quality program supplies and equipment.
- Maintain cleanliness and safety of all program and office spaces.
- Complete necessary camp paperwork including tracking of daily camper arrival and departure.
- Ensure safety of site, activities, and participants; report any accidents, injuries, and safety concerns to Education Director.
- Effectively communicate and coordinate with all members of the Science Center team to ensure overall success of programming.
- Provide direction to Guided Discoveries Intern; work with intern to plan and lead activities, and provide feedback on performance.
- Work in all weather conditions.
- Other duties as assigned.

Required Qualifications

- Bachelor's Degree or two years of experience in environmental education, interpretation, recreation or related field or teaching experience with nature-based centers or camps.
- Current certification or ability to become certified in Adult and Child CPR/First Aid (Note: Free CPR/First Aid training is provided. If unable to attend provided CPR/First Aid training, you must obtain the credentials at your own cost, prior to the start of camp.)
- Able to receive a clean criminal background check prior to hire (as required by NH state law when working with youth).
- Ability to work outside in all weather conditions, walk long distances on uneven terrain, and lift at least 50 pounds.
- 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.
- A strong and active interest in learning and personal growth, including self-assessment and feedback from colleagues.
- Ability to communicate effectively with diverse audiences.

Desired Qualifications

- Previous experience working with youth ages 4-12 in an outdoor setting.
- Knowledge of New Hampshire's natural history.
- Animal handling experience.
- Ability to play a musical instrument(s) and willingness to play with/in front of kids. Willingness to sing songs with campers.

- Demonstrated public speaking skills and ability to communicate with enthusiasm.
- Computer literacy on a Microsoft-based platform.
- Positive and enthusiastic attitude.
- Good organizational skills.
- Ability to work well independently and as part of a team.
- Certified Interpretive Guide through the National Association for Interpretation.

Compensation

The Guided Discoveries Instructor is a seasonal, non-exempt hourly employee with a starting pay range of \$13.00 to \$14.00/hour depending on experience. The position requires 40 hours/week.

How to Apply

Submit cover letter, resume, and at least three professional references electronically to Education Director [Audrey Eisenhauer](#). Please submit one PDF file and include your last name in the file name. Use Guided Discoveries Instructor as the email subject line. Applicant review will begin January 14, 2019. Applications will be accepted until the position is filled.