



## **DeVries Nature Conservancy**

### **Day Camp Specialist**

Temporary, Full-Time Position

Owosso, Michigan

Estimated Date Range: May - August 2022

**Applications are accepted until position is filled.**

**Position Summary:** The Day Camp Specialist provides support to the Environmental Education Coordinator and DeVries staff. Primary responsibilities include developing and delivering environmental education programs, administrative duties, and animal care. This position is temporary, part-time, starting in May and ending in August.

**Hours:** The Day Camp Specialist can expect to work 35-40 hours a week Monday-Friday. Some evening and weekend work may be required.

#### **Duties and Responsibilities:**

- Assist Education Coordinator in creating, promoting, and delivering Nature Day Camp programs.
- Assist Education Coordinator in planning and teaching field trips to K-12 school groups.
- Supervise school-aged children during 10 weeks of Summer Nature Camps.
- Keep education materials organized and maintain inventory of materials.
- Care for live education animals (snakes, turtles, hissing cockroaches, chickens), as well as nature center exhibit room.
- Assist with public events.
- Provide visitor services tasks such as greeting visitors, providing information, and answering phone calls.
- Other duties assigned by the Education Coordinator/Executive Director.

#### **Qualifications:**

- Must be at least 18 years of age and pass a comprehensive background check.
- Must have the ability to create and deliver environmental education lessons.
- Experience working with and/or supervising school-aged children in an outdoor or group setting.
- Must be able to work independently on projects and deadlines.
- Flexibility, attention to detail, and energetic nature.

- Knowledge of computer programs such as Microsoft and Google Suite.
- Must be willing to work outdoors in all weather conditions and be able to perform medium to heavy physical labor.
- Must be willing to work a flexible schedule, including some evenings and weekends.
- Must be current on CPR/First Aid certification or willing to obtain certification.

**To Apply:**

Please send a resume, cover letter, and 3 references to:

Education Coordinator, Torey Caviston

[tcaviston@devriesnc.org](mailto:tcaviston@devriesnc.org)

Or

DeVries Nature Conservancy

P.O. Box 608

Owosso, MI 48867

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**Overview:** DeVries Nature Conservancy is a nonprofit nature center established in 2006 from the estate of veterinarian J.R. "Jack" DeVries and his wife Frances, who together spent 44 years serving the veterinary needs of Owosso residents. Their final wish was to give back to the community they loved with a gift of lasting benefit for future generations. We cultivate a "sense of place" through an appreciation of the region's human history and natural environment by providing environmental education and opportunities for the community to enjoy our natural areas. Visit [www.devriesnature.org](http://www.devriesnature.org) for more information.

**Equal Opportunity Employment :** DNC is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, sex, sexual orientation, gender identity, age, national origin, height, weight, handicap or disability, veteran status or any other status or condition protected by applicable state or federal laws.