



Position: Outdoor Camp Coordinator

Organizational Overview: The Newport Bay Conservancy (NBC) has a proud history of environmental advocacy having been involved in the protection of Upper Newport Bay for the past 50 years. Our mission is to protect and preserve the Upper Newport Bay through education, restoration, research and advocacy. We are

able to do this with the support of 150 active volunteers contributing over 10,000 hours of service each year. We are excited to work in partnership with The City of Newport Beach, Camp James and the Newport Dunes Resort to provide FiiN Camp (Fostering Interest In Nature) for 5th grade students.

Job Summary: The Outdoor Camp Coordinator at FiiN Camp is responsible for carrying out the vision and mission implementation at FiiN Camp so program activities flow smoothly and successfully. The Outdoor Camp Coordinator reports to the Program Manager and assists in the daytime supervision of FiiN Camp with accountability to CA Next Generation Science Standards.

Principal Responsibilities:

- 1) Act as a lead under the supervision of the NBC Programs Manager for a seasonal 5th grade outdoor nature camp (FiiN Camp) Monday-Friday.
- 2) Manage four Outdoor Activity Leaders, their schedules and time cards, program needs, and allocation/set-up/clean up of materials. Work with volunteers from Newport Bay Conservancy that may assist with program activities.
- 3) Stand in and teach activities when needed for FiiN Camp programs with topics about wetland ecology, habitats, food webs, plant ecology, wildlife adaptations, astronomy, and Native American (Tongva/Gabrielino) culture.
- 4) Provide an overall example for behavior at FiiN Camp upholding the values and mission of FiiN Camp. Give instructions on day to day itinerary, manage activity schedule and meal times for student campers, and make decisions as needed to provide the best camp experience.
- 5) Provide overall supervision of student campers during the daytime. Respond to emergency situations involving student's health/behavior and maintain open communication with the teacher on site for all student issues. Assist teacher to make sure their needs at FiiN Camp are being met.
- 6) Liaise between other FiiN Camp staff, facility staff, and volunteers for camp efficiency and overall camaraderie.
- 7) Oversee all facility usage during daytime hours.

Job requirements:

- 1) Demonstrated ability to lead and provide educational (environmental) programming for multiple age groups- primarily upper elementary.
- 2) Minimum of 2 years of Camp or Outdoor School leadership experience is preferred.
- 3) Bachelor's Degree in natural sciences, biology, marine science, environmental science, ecology, recreation/park management, or related fields **OR** equivalent career experience of 5+ years in science/outdoor/recreation education programming.

- 4) Behavioral Skills
 - a) Strong work ethic and enthusiasm towards teaching youth.
 - b) Dedication to the conservation of wildlife and natural resources.
 - c) Exhibits confident communication and leadership skills.
 - d) Organized and exhibits excellent time management.
 - e) Shows compassion to diversity and sensitivity to all races, ethnicities, class, and sexual orientations.
- 5) Computer
 - a) Knowledge of Microsoft Office (Word, Excel, PowerPoint)
 - b) Knowledge of online Google platforms (gmail, Google docs, sheets, drive etc).
- 6) Physical Job Requirements
 - a) Will be expected to stand/walk for extended periods of time including light hiking over sandy or unstable terrain.
 - b) Must be able to lift 20 pounds, and assist with set up and cleanup of program materials.
 - c) Must be able to work outside in variable weather conditions including heat and sun or rain with potential contact to plants, dirt, and insects like bees/spiders.
 - d) Requires use of a car/drive safely to get to other locations around the Bay for meetings or programs.
- 7) Other
 - a) Punctual and reliable self starter.
 - b) Fluent in Spanish
 - c) CPR/First Aid Certification (provided if not currently certified). Lifeguard certification a plus.
 - d) Successfully pass a background check.

Location: The position is based at the Peter and Mary Muth Interpretive Center (2301 University Drive, Newport Beach, CA 92660) however the FiiN Camp will be based from Camp James (101 N Bayside Dr, Newport Beach, CA 92660) and at sites around Upper Newport Bay. This job cannot be performed from a remote location.

Salary Detail and Working Hours: \$17.50/hr. Ability to work Monday through Friday with hours ranging from 9am-8pm. FiiN Camp period is February 2019-May 2019 however limited pre camp hours will be approved for responsibilities such as training in December 2018/January 2019.

How to Apply: Apply with a cover letter and resume to: FiiN Camp at, info@newportbay.org. Please, no phone calls at this stage. More information about NBC can be found at www.newportbay.org.