



Position: Outdoor Activity Leader

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 and the Newport Dunes Resort to provide FiiN ([Fostering Interest In Nature](#)) for 5th grade students.

Job Summary: The Outdoor Activity Leaders for FiiN are responsible for leading fifth grade students through nature-based science activities. The curriculum includes science/environmental concepts related to the conservation of wetlands/coastal habitats as well as leadership and team building through outdoor recreation. Outdoor Activity Leaders will provide supervision of students in shifts spanning Mondays through Fridays for 9 weeks. Outdoor Activity Leaders will report to the Education Manager or City of Newport Beach Recreation Supervisor. It is requested that all leaders work at least one overnight shift per week in a tent cabin.

Principal Responsibilities:

- 1) Lead groups of fifth grade students through activities around Newport Bay, providing environmental/nature awareness and appreciation.
- 2) Provide night programs and group activities such as campfires and cookouts, as well as overnight supervision and care of students in a group tent cabin.
- 3) Work with volunteer naturalists to provide activity instruction and education based on fifth grade NGSS (Next Generation Science Standards).
- 4) Work with teachers to respond to student's health and behavior and make decisions to provide the safest outdoor experience.

Job requirements:

- 1) Demonstrated ability to lead elementary school children providing a positive and nurturing environment. Minimum of 1 year experience working with youth (ages 10-12).
- 2) College coursework (degree preferred) in child development, recreation, natural/environmental sciences, biology, ecology, or related fields **OR** equivalent career experience of 2+ years in youth/outdoor education programming (overnight camp experience a plus).
- 3) Behavioral Skills
 - a) Strong work ethic, commitment to the program, and enthusiasm towards leading/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.
- 4) Computer/Technology
 - a) Checks email regularly and corresponds efficiently through email.
 - b) Uses cell phone and communicates efficiently through text messaging.
 - c) Use of Microsoft Office and Google platforms (docs, sheets, drive, etc).

5) Physical Requirements

- a) Will be expected to stand/walk for extended periods of time including light hiking over sandy or unstable terrain (at least one mile).
- b) Must be able to speak with clarity and at a volume suitable for outdoor presentations, dealing with air traffic noise, children, and other outdoor noises.
- c) Must be able to lift 20 pounds, assist with set up and cleanup of program materials and keep materials organized and clean.
- d) Must be able to work outside in variable weather conditions including heat and sun, rain, wind, or work with exposure to dirt/dust, pollen, various plants, water/mud, insects like bees and spiders, and wildlife.
- e) Ability to spend the night in a tent without access to electricity/electronics or attached restrooms (meaning you will need to walk to a restroom building at night).

7) Other

- a) Punctual and reliable self starter.
- b) Can commit to a set schedule for the 10 week season of FiiN.
- c) Spanish speaking is a plus but fluency is not required.
- d) CPR/First Aid Certification (provided if not currently certified). Additional certifications (lifeguard, EMT, nursing experience a plus).
- e) Successfully pass a background check.
- f) Requires use of a car to drive safely to get to program locations around the Bay. May use a personal car for transport of program materials and supplies.

Location: The Outdoor Activity Leader position is based out of the Back Bay Science Center (600 Shellmaker Road, Newport Beach, CA 92660) however the FiiN Camp will be provided from a location near 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: \$16.50/hr. Ability to work 6-12 hour shifts Monday through Friday between 8am-8pm, with at least 1 overnight shift (which would pay overtime). A minimum of 12 hours per week is required and a max of 32 is allowed. FiiN runs from September 8 through November 21, 2025.

How to Apply: We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. We encourage applications from underrepresented communities to apply. Apply online at newportbay.org/FiiN. Application reviews begin June 3, 2025. More information about NBC can be found at www.newportbay.org.