



Summer Camp Assistant Position Notice

Summary:

Summer Camp Counselors are responsible for a variety of functions including teaching and overseeing group lessons and activities, supervising and mentoring children, caring for and handling a variety of animals, and assisting with the day-to-day management and planning of camp.

The Sonoma Humane Society & Forget Me Not Farm's Children Services offers to the general public a ten week-long summer day camps program for kids in grades 2 through 12. Children learn about pet care, animal welfare issues, and about being animal ambassadors through educational games, lessons and activities, guest speakers, field trips and hands-on time spent with animals. Our camp programs foster a sense of compassion, responsibility, safety and respect for animals through experience-based learning.

Essential Duties and Functions:

Conducting Camp Programs

- Assume responsibility for teaching, leading and assisting campers with activities as assigned and work to achieve learning goals and objectives established by the Humane Education Coordinator.
- Create an engaging classroom in which students are learning by doing.
- Teach humane education lessons and assess for understanding and comprehension
- Create a positive atmosphere for campers. Model for children empathy, compassion, and respect for everyone and everything. Help to positively motivate campers to respect and listen to each other.
- Teach, supervise and work with campers with various levels of abilities and needs within a diverse populations of learners.
- Assist with the preparation of camp activities, the acquisition of materials, and other preparations needed for implementation of camp sessions.
- Participate in the development of camp curriculum, activities and projects.
- Supervise campers, junior camp counselors, and activities and ensure that camp groups are on task. Provide feedback on summer camps, campers, and junior camp counselors to the Humane Education Coordinator. Supervise campers during meal breaks.
- Direct Jr camp counselors and assist with providing them instructions on their responsibilities and duties.
- Drive campers in SHS vehicles to and from field trips.

- Intervene and problem-solve when conflicts occur between campers.
- Cooperate with SHS staff and volunteers in a respectful and appropriate manner

Care and Upkeep

- Provide daily animal care for the humane education animals as assigned, which may include rats, guinea pigs, cats, dogs, rabbits, other small animals and large farm animals.
- Throughout the day and at the end of the day maintain the cleanliness, organization, and usability standards set forth by the Humane Education Coordinator for the camp classroom and work environment

Customer Service

- Practice and encourage the humane treatment of all animals.
- Provide professional customer service to camp families, parents and guardians.
- Provide quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs and events.
- Promote donation and giving opportunities as appropriate.
- Support the Sonoma Humane Society's mission.

Volunteers

- Work cooperatively with all volunteers and recognize the talent and commitment they bring to the Society.
- Foster the ideas of responsibility, maturity, kindness, personal accountability and commitment in youth volunteers

Safety

- Perform all duties in a manner that assures the safety of campers, oneself, fellow staff members, junior volunteers, and animals involved in any and all activities. Ensure policies, procedures, and ground-rules set out by the Humane Education Coordinator are followed.
- Take immediate action to address any safety concerns that could put a client, camper, staff member, volunteer, animal, or the organization at risk. Provide first aid treatment as needed.
- Maintain a clean, healthy, and sanitary work area; follow all pest and rodent control protocols. Participate in keeping the SHS campus clean and well maintained.
- Ability to assist campers when sick or injured (CPR and First Aid training are required and paid by the Humane Society.)

Physical Requirements and Work Environment:

- Frequently stand, walk, kneel, crouch, bend, squat, reach, stretch and sit on the floor when conducting camp lessons and activities. General mobility required, on uneven terrain with regular movement about the campus.
- Ability to hike on uneven terrain up and down hill while carry a backpack with supplies for a distance up to 4 miles at a fast pace
- Routinely required to use hands and arms to reach, grasp, lift supplies of up to 50 lbs, tools, or laundry, and to clean.
- Routinely required to lift tables and chairs to set up and break down classroom each day
- Interacts and coexists with animals in the work environment. Dexterity and comfort with animals required to hold, harness, carry, and care for a variety of animals. While working with animals there is a small risk of exposure to parasites and infectious diseases.
- Required to talk and speak clearly and loudly to groups inside, outside, and in small and large spaces. Required to hear questions and animals.
- Must be able to manage up to twenty-five children and maintain a safe environment when working with animals and groups of children.
- Adaptability required, as the level of noise and distraction in the work environment varies.
- Daily reporting hours may vary according to the needs of the department. However, typical hours are Monday-Friday between 8:00 AM – 5:30 or 10:30 - 7:00 PM.
- This is full-time, temporary position, starting in May through mid August.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Ability to drive van to transport campers to and from field trips
- Ability to ride in the back of a school bus on curved bumpy roads for 2 hours or more
- Detailed orientated in a fast pace environment
- Strong Organization and Preparedness needed for busy and active days
- Ability to multi task

Reporting Relationships and Contacts:

- Reports to the Humane Education Coordinator

Qualifications (Required):

- Experience as a teacher and/or camp counselor in an educational structured program for 2nd – 12th grade youth
- Experience working with children with a variety of abilities and needs
- Experience working with large groups of youth
- Animal handling experience; companion animals; dogs, cats, small mammals, farm animals
- College/university degree or course work in education, early childhood education, child development, environmental education, humane education, special education or related field
- 21 years or older
- Hold a valid CA drivers license
- **Due to this being a short term position, we are not able to provide any time off from the work schedule**
- This is a temporary position, beginning May 13 through Aug. 14, 2017. Schedule is Monday – Friday, hours vary between 8:00 am – 7:00 pm, Monday – Friday, no more than 8 hours per day. There is a training day scheduled on Saturday May13, from 8:00am – 2:30pm.
- Fingerprinting and CPR and First Aid training are required and paid by the Humane Society.

Knowledge, Skills and Abilities:

- Experience working with children is required
- Experience working as a teacher and/or camp counselor in an educational program
- Commitment to the mission, values, goals, and success of the Sonoma Humane Society.
- Strong classroom management skills
- Strong Leadership skills with youth groups
- Dedication to the success of our camp programs with:
- A teamwork communication style, exuding a positive attitude and enthusiasm
- Solution-oriented with a can-do outlook
- An ability to accept supervision and guidance
- Sense of humor, an easy-going attitude, and patience
- Flexibility, adaptability, and creativity (as our environment and available animals/resources fluctuates regularly and our camp program is always evolving)
- A strong work ethic
- Desire and ability to work with children required.
- Ability to lead projects

- Ability to communicate skillfully and effectively with culturally diverse communities of children, staff, and volunteers in a pleasant and tactful manner, including ability to instruct groups diverse in age, culture, and socioeconomic status
- An understanding of dog, cat, small mammals and farm animal behavior and positive reinforcement training as well as a good foundation in animal husbandry, grooming, basic needs and sheltering, and advocacy a plus. Dog handling experience is required.
- Child First Aid/CPR training and/or Pet First Aid training a plus.
- Be proficient using a computer, experience using Microsoft Word for word processing and Excel spreadsheets for basic data entry.
- \$10.50 an hour. Accepting resumes until position filled.
- To apply, email your resume and cover letter to the Humane Education Coordinator, bkarzes@sonomahumane.org, no phone calls