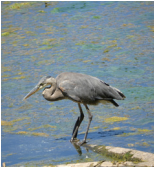


Please keep this page for your records!



## Nature Day Camp Staff Application 2019 - Portland Parks Environmental Education Naturalist I Position (Ages 16+)

**Teach ecology for the summer with a creative team of people!**



Environmental Education's *Nature Day Camp* program offers nine weeks of outdoor summer camps at three locations (Mt Tabor Park, Hoyt Arboretum, and Sellwood Park - location varies week to week.) Children ages 4-12 spend each day with trained naturalists playing in nature, learning ecology through games and exploration, and making friends in their traveling groups. Naturalists also act as mentors to other staff and our teen volunteers, and they work closely with parents and families to make camp a safe, fun, and educational place!

**Grow your skills as a leader, educator, and naturalist.**

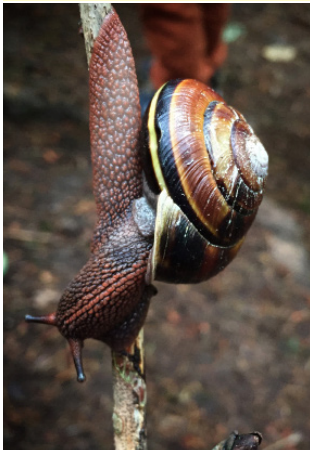


Whether you are just starting out on your first experience as an educator or have some prior experience working in environmental education, you can hone your skills while working as a Naturalist I. If you are a mature, responsible, enthusiastic person with an interest in nature, education, and child development, then you might be the perfect person for the job.

As a Naturalist I you will:

- Practice developing positive, supportive relationships with campers and staff.
- Lead groups of campers in ecology-focused games, crafts, and activities.
- Share your curiosity and enthusiasm for learning with the campers.
- Get campers excited about the natural world!

**Applications due by 11:59pm on March 31, 2019**



Applications will be accepted until 11:59pm on March 31, 2019. Your application **MUST** include answers to all the required questions. Interviews will take place in April, and final decisions will be made in mid-May.

**HOW TO APPLY - fill out all application documents below and then either:**

- Scan and email your documents to [enviroed@portlandoregon.gov](mailto:enviroed@portlandoregon.gov) OR
- Share a Google Doc with [enviroed@portlandoregon.gov](mailto:enviroed@portlandoregon.gov) OR
- Send hard copies by Postal Mail to - *Attn: Nature Day Camp*  
Portland Parks & Recreation  
2909 SW 2nd Ave  
Portland, OR 97201



**PORTLAND PARKS & RECREATION**

Healthy Parks, Healthy Portland



Please keep this page for your records!

## **Applicants must be available for all 40 hours of training and all nine weeks of camp!**

*All staff are required to attend our staff training days AND be available to work nine weeks of camp. Any staff who are not currently certified in CPR and First Aid will also be required to attend the six-hour class offered by Portland Parks and Recreation.*

*Please check your schedule carefully and make sure you are available to work all the following days:*

### **Required Staff Training Days**

Monday, June 17 - Thursday, June 20, 8:30am-4:30pm

Friday, June 21, 8:30am-10:30am

### **CPR/First Aid Training (if needed)**

Friday, June 21, 10:30am-4:30pm

### **Nine Weeks of Summer Camp**

Monday through Friday, June 24 - August 23 (No Camp July 4 or 5)

## **Naturalist I Position - Job Description**

**Working times:** Monday-Friday, 8:30am - 4:30pm

(Exceptions: Mondays start at 8am and Thursdays end at 4pm)

**Wage Range:** \$12.50-13/hr (depending on experience)

### **Qualifications**

- Must be at least 16 years old by June 1, 2019.
- Be patient, flexible, and able to stay engaged with campers all day, each day of camp.
- Be willing to learn, grow, and be challenged to try new things.
- Be curious about nature, interested in science, and genuinely enjoy working with children ages 4-12.
- Be willing to gain experience teaching nature education, facilitating activities, and managing groups of children.
- Be professional in your work, communicate respectfully, and collaborate with others.
- Be willing to learn how to mediate conflicts between campers and anticipate problems to avoid behavioral issues.

### **Specific Roles and Responsibilities**

- Report to work on time each day of the summer.
- Provide a safe and nurturing space for campers to learn about and explore nature.
- Communicate with each family about daily events and work together to solve any issues that arise.
- Collaborate with lead staff to plan and facilitate structured and unstructured camp activities.
- Promote community between campers and staff by playing, exploring, and learning together.
- Help facilitate large and small group activities. Actively participate in activities that are being facilitated by others.
- Familiarize yourself with camp routines and help keep campers on schedule.
- Practice positive attention getting techniques and help campers transition between activities.
- Help identify and respond to camper conflicts, needs, and issues as they arise.
- Stay attentive to needs of campers, staff, and self throughout the day. Communicate those needs effectively with others.
- Recognize when to ask for help and use support from other naturalists and Summer Coordinators.
- Check all spaces for safety hazards and cleanliness before campers enter.
- Administer emergency safety procedures such as CPR and first aid as may be required.

Please answer all questions below and return pages 1-5.

## Naturalist I Application

### Nature Day Camp 2019 - Environmental Education

#### **Contact Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Which gender pronoun do you use?  she/her  he/him  they/them  ( \_\_\_\_\_ / \_\_\_\_\_ )

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**What is the best way to get in touch with you?**  **Email**  **Home Phone**  **Text**  **Regular Mail**

Phone (best): \_\_\_\_\_ Does it receive texts?  Yes  No

Alternate Phone: \_\_\_\_\_ (This is a...)  Friend  Relative  Partner  Home Phone

Your e-mail: \_\_\_\_\_ @ \_\_\_\_\_

*EE communication is primarily done through email. Please check your email regularly during the hiring process and throughout the summer.*

#### **Information about your education**

Will you be in High School in Fall 2019?  Yes  No If yes, what grade? \_\_\_\_\_

If applicable, list GED or HS Graduation Year: \_\_\_\_\_

If applicable, list College Graduation Year: \_\_\_\_\_ Degree: \_\_\_\_\_

#### **Emergency Contacts**

If you are under 18, parents will be contacted if there is an emergency.

Name(s) of Parent(s) / Guardian(s): \_\_\_\_\_

Phone Number of Parent(s) / Guardian(s): \_\_\_\_\_

If you are 18 or older, please tell us who to contact in an emergency.

Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Phone (best): \_\_\_\_\_ Does it receive texts?  Yes  No

#### **Languages**

Do you speak a language other than English at home?  Yes  No

If yes, what language(s) do you speak? \_\_\_\_\_

#### **CPR Certification**

Are you currently certified in CPR/First Aid?  Yes  No

If so, when does your certification expire? \_\_\_\_\_

**Naturalists work with all ages throughout the summer, but which age groups do you prefer?**

Preschool (ages 4-6)  Lower/Middle Elementary (ages 6-9)  Older Elementary (ages 9-12)

**Please check all that apply to you:**

- I am a new applicant to Portland Parks Environmental Ed.
- I am returning to Nature Day Camp from a prior summer. (Which summers)? \_\_\_\_\_ )
- I am a G.R.U.N.T. or Jr G.R.U.N.T participant. (Which years)? \_\_\_\_\_ )

**Availability**

**Please note: Applicants who can commit to attending all required trainings and working all nine weeks of camp will be given priority. Staff requiring time off during the summer may not be hired.**

If you know now of days you are not able to work because of prior obligations, please list them here.

Dates requested off (may not be more than 5 days) \_\_\_\_\_

*(Please note - listing dates here does not guarantee we are able to accommodate the time off.)*

**Name of Applicant: (please print)** \_\_\_\_\_

I understand that if hired by Portland Parks & Recreation, my employment is part-time, seasonal, and at-will. I further understand that I am not guaranteed a certain number of hours. Hours and schedules are determined by registration numbers. To the best of my knowledge, all of the above information is correct. I understand that misrepresentation or omission of facts may be cause for disqualification or dismissal.

**PLEASE INITIAL** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Your completed application must include answers to all short answer and essay questions.*

**References: Please give us three references that can speak to your personality, education and/or experience. References WILL be checked before hiring.**

**Reference #1: Name** \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Reference #2: Name** \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Reference #3: Name** \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**FOR OFFICE USE ONLY**

NEW  RETURNING Applicant Name: \_\_\_\_\_ Date Received: \_\_\_\_\_

Interview:  Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_ Phone, Skype, or In-person? \_\_\_\_\_

References Checked Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Spoke to: \_\_\_\_\_

Hire?  No, Date Notified: \_\_\_\_\_ Initials: \_\_\_\_\_  Yes, Date Notified: \_\_\_\_\_ Initials: \_\_\_\_\_

Position: \_\_\_\_\_ Wage: \_\_\_\_\_ Approved time off \_\_\_\_\_

## **Naturalist I Essay Questions**

Please answer the following questions in the space provided or on a separate sheet of paper. Include details & specific examples to highlight why you should be selected to be a 2019 Summer Naturalist.

1. **Why do you want to work at Nature Day Camp?**
  
  
  
  
  
  
  
  
  
  
2. **Do you have any experience working with children?** If so, tell us a little about it (where, when, etc.)! If not, tell us why you would be excited to work with children.
  
  
  
  
  
  
  
  
  
  
3. For a portion of each day, naturalists are in charge of playing in nature with the campers. **What do you think is important about playing in nature?**

## Naturalist I Short Answer Questions

*Many of our staff come with some prior knowledge and experience teaching about ecological topics. The more we know about who we are hiring, the better we can create a well-rounded staff. If you have no prior experience in environmental education and are applying for a Naturalist I position, just answer as much as you can!*

***Please check all boxes that apply to you and answer the questions to help us learn more about your background.***

- I have prior experience with Portland Parks Environmental Education **OR** I have prior experience from another environmental education or camp program.

*Tell us more about your experience in environmental education. What kind of experience do you have? What ages have you worked with? What topics did you teach? What methods did you use to teach ecological topics?*

- I do not have experience as an educator, but I am very interested in learning how to teach ecology in a sensory-based, creative way.

*Tell us why you are interested in becoming an environmental educator.*

- I have knowledge of local plants, animals, birds, pollinators, watersheds, and geology **OR** I am very interested in learning about all those topics.

*If you are coming in with background knowledge on any of the above topics, please tell us about it.*

*If you are simply interested in knowing more about these topics, tell us which are most interesting to you and why!*

- I have experience leading educational games, activities, and hands-on science.

*Tell us what kinds of science inquiry, games, or activities you have taught. How did participants respond? How did you know if your teaching was successful and meaningful?*

***Please check all boxes that apply to you and answer the questions to help us learn more about your background.***

I have experience leading groups outdoors and am familiar with group facilitation techniques.

*What are some of your techniques for getting attention? Building rapport? Managing large and small groups? Giving instructions? Assessing whether or not your instruction was understood?*

I try to find new ways to gain knowledge and develop new skills.

*What do you do to continue growing as an educator?*

I spend significant time in nature, and I care about it deeply.

*Tell us where you go, how you spend your time, and how time in nature has impacted you.*

I have spent time with different ages and have an understanding of child development.

*Give a few examples of what it was like to be with preschoolers (ages 4-6). If you haven't worked with this age group, tell us what you remember about BEING this age!*

*Give a few examples of what it was like to work with elementary students (ages 6-9). If you haven't worked with this age group, tell us what you remember about BEING this age!*

*Give a few examples of what it was like to work with older youth (ages 9-12). If you haven't worked with this age group, tell us what you remember about BEING this age!*