

JOB DESCRIPTION

January 2016

Employer: Laurel Ridge Moravian Camp, Conference and Retreat Center

Job Title: Environmental Intern/Educator

Job Classification: Seasonal

Reports to: Program Director

Supervises: N/A

Job Summary:

The Environmental Educator/Intern will work directly with the Program Director to develop resources, lead the teaching of classes/programs for each of the summer camp sessions during the activity sessions, interest group time and free time. This may also include a weekly night hike. Develop and write curriculum as needed and evaluate the scope of this program at the end of each season.

Essential Functions:

Nature Center

- Set up Nature Center with stored materials
- Set up and enhance current displays and learning stations
- Create 2 new learning stations each summer.
- Create a Laurel Ridge ecosystem area which should include pictures and information about ecosystems found on site
- Expand current Nature Center Library
- Develop ways to integrate the use of the nature center into the daily camp program

Sun Catcher and Garden

- Assist staff in maintaining, planning, and expanding the use of the Sun Catcher and garden
- Plan and work with staff to implement a Sun Catcher and Garden portion to the overall environmental education program at Laurel Ridge
- Work with Program Director to develop and integrate lessons on the Sun Catcher and garden into the Summer Camp program

Recycling and Composting

- Review current recycling program and make suggestions for improvement as needed
- Assess the current use of composting and develop a plan for improvement as necessary
- Work with staff in directing the environmental concerns of the camp

Eco Camp Week

- Develop and teach an ecotrac using the Nature Center, Sun Catcher, garden, composting area and outdoor education opportunities. This is a daily opportunity to lead a half day lesson geared to third through fifth graders.

Education/Experience:

- Required – Must be at least 1 year out of high school
- Preferred – Currently studying for or a degree in an appropriate course of study allowing Environmental Educator to perform the essential functions listed above.

Philosophy of Job Descriptions

Laurel Ridge seeks to clearly identify and outline the expectations of all Laurel Ridge staff. This job description comprises most of the duties expected of the person serving in the noted position. To meet the ever-changing needs of Laurel Ridge, duties or responsibilities may be added, deleted or altered at any time. Any changes will be discussed with the employee and acknowledgement of the changes will be confirmed by signature. All Laurel Ridge Job Descriptions will be reviewed annually.

I, the undersigned, acknowledge that I have had opportunity to review and discuss this job description. I understand that this job description may be changed at any time to meet the needs of Laurel Ridge. I also understand that Laurel Ridge is an “at-will” employer and that my employment and compensation may be terminated at any time, either by me or Laurel Ridge, with or without cause, and with or without notice.

Employee Signature _____ Date_____

updated: 3/3/2015