



520 Barracuda Blvd. New Smyrna Beach, FL 32169
Phone 386-428-4828 Fax 386-428-4825
www.marinediscoverycenter.org

Job Title: Summer Camp Assistant Internship

Department: Education

Start-End Date: June 1-August 13, 2021

Hours: Monday-Friday 8:00 a.m.-4:00 p.m.

Closing Date: Open Until Filled

GENERAL PURPOSE

To assist in the delivery of the Marine Science Summer Camp Program to children ages 4-16. The Summer Camp Assistant will utilize the classroom, kayaks, a boat and the outdoor environment to teach a hands-on, feet-wet summer camp curriculum. The Summer Camp Assistant must demonstrate the ability to interact professionally and exercise careful oversight of all campers, volunteers, and parents, and to work with MDC staff, MDC Board and the general public. This position requires excellent independent work skills and the ability to multitask.

POSITION RESPONSIBILITIES & TASKS

Teaching and Program Activities:

Under supervision of the Education Staff the Summer Camp Assistant will:

- Ensure that health, happiness, and safety of the campers are top priorities at all times.
- Assist with activities, games, arts and crafts, and songs.
- Provide an understanding of marine topics.
- Assist in the supervision of all campers.
- Help with setup and breakdown of all activities.
- Keep inventory of supplies up to date.
- Be prepared to get wet and muddy in the field.
- Clean and maintain grounds and facilities as needed.
- Assist with administrative duties.
- All other duties as assigned by the Education Coordinator.

QUALIFICATIONS

Education/Training:

An undergraduate student currently enrolled in an accredited environmental education program, education, marine science program, or a related field. Experience in K-12 education in either a classroom or an informal environmental education setting is desirable. Computer literate in Microsoft Office.

Licensure/Certification:

CPR and First Aid certification preferred. A prerequisite to employment will be a criminal background check per the Volusia County School Board Jessica Lunsford Act.

Other:

The successful candidate will have excellent writing and communication skills, a positive attitude, enjoyment of the outdoors, and an ability to communicate environmental education principles to children. This individual must also have sufficient mobility and strength to move about the facility, on and off boats, assist children and to move educational equipment (lift at least 50 pounds). The individual must also be able to work in adverse conditions that include rain, heat, insects, etc. This position is an unpaid internship and the student is responsible for finding housing accommodations.

APPLICATION REQUIREMENTS

You must submit the following documents to be considered for the position:

- 1) Cover letter describing your personal and academic goals for this internship
- 2) Resume
- 3) College/university transcript (unofficial is acceptable)
- 4) References (minimum of two)
- 5) MDC Internship Application – found at <https://www.marinediscoverycenter.org/mdc-jobs-and-internships/>

All documents must be submitted to Michelle West, Education Coordinator at the Marine Discovery Center at michelle@marinediscoverycenter.org. Application will be open until filled.