



Camp Director Intern

Como Park Zoo & Conservatory is a public park which is visited by over two million people each year. Interns will have an opportunity to assist education staff with the development, implementation and evaluation of Camp Como summer camp programs at Como Park Zoo and Conservatory. Each year, Camp Como serves approximately 700 students ages 4-14. College credit is preferred but optional.

DUTIES:

- Assist Camp Director with camp program management, coordination, and day-to-day camp duties.
- Assist Camp Director with coordination of onsite field trips, activities and games, and animal and plant ambassadors for campers; which includes communicating with zookeepers, gardeners, and education staff.
- Assist Camp Director with managing camp paperwork (i.e. sending camp confirmation packets, collecting camp paperwork and verifying accuracy, updating weekly and daily camp charts, etc).
- Assist Camp Director and camp instructors with management of behavioral and medical issues as needed.
- Provide positive, consistent customer service to campers and their parents.
- Assist camp instructors with prepping for camps (including snacks, crafts, experiments, games, etc).
- Supervise camp drop-off, pick-up, lunch supervision, and extended care.
- Take on a leadership role within the Camp Como team and build strong relationships with camp instructors and volunteer camp assistants.
- Fill in for camp instructors to teach camp when needed.
- Work to gain an understanding of Como's plant and animal collections.
- Follow required Como Campus policies and procedures.

RESPONSIBILITIES:

- Demonstrate safe, professional and respectful and behavior in all work areas
- Follow established policies and procedures while on duty and within Como Campus
- Address issues and concerns in a timely and professional manner
- Work pre-arranged shift. Minimum of 24 hours per week.
- Give advanced notice for shift changes
- Fulfill all training requirements and provide feedback

QUALIFICATIONS:

- Be in pursuit of a bachelor's degree in education, environmental/outdoor education, recreation, youth development or a related field
- Demonstrate excellent verbal and written communication skills
- Demonstrate flexibility, reliability and attention to detail
- Demonstrate ability to work independently and as part of a team
- Demonstrate responsibility in working with students of all ages, abilities, and cultures

TIME COMMITMENT:

24 hours or more/3-5 days per week, Monday- Friday, 9:00am-5:30pm shift preferred