



Rancocas Nature Center
794 Rancocas Road, Westampton, NJ 08060
Job Description

Position Title: 2024 Part-time Summer Program Assistant (approx. 10-12 hours per/week)
Location: Rancocas Nature Center, Westampton, NJ 08060
Reports To: Sanctuary Director
Job Classification Seasonal: Tuesday, Wednesday & Thursday, June 25 to August 15
(specific dates/hours TBD)

Job Description:

The Rancocas Nature Center is looking for an enthusiastic candidate to work with our staff during the summer program season. The Part-time Summer Program Assistant will work with Rancocas staff and volunteers and help facilitate environmental education programs. The candidate will gain valuable education experience and natural history knowledge while learning group management in an outdoor setting.

Major Responsibilities:

- Responsibilities may include crafts, activities, games, and daily set-up and breakdown of outdoor educational areas
- Work in cooperation with Rancocas teacher naturalists and/or environmental educators and facilitate group management and safety concerns
- Assist with daily programs and supervision of children at the center and on the trails
- Learn about the components of age-appropriate curriculum and daily lessons
- Help with care and maintenance of the resident animals, grounds, gardens, and trail system

Job-related Skills:

- Good communication skills especially with children and young adults.
- A strong interest in the natural world
- Excellent interpersonal skills including the ability to accept direction and constructive criticism
- Strong computer and internet skills; knowledge of Microsoft Office
- Team player
- Punctual with effective time management and organizational skills
- Ability to be self-directed and work independently, as necessary

Qualifications:

- Experience working with children and groups
- Majoring in education, science, environmental studies, natural resources or like field
- Ability to work outdoors, hike 2-5 miles, and to lift 25 lbs.
- Must have reliable transportation

Starting Date: Thursday, June 20, 2024 (or agreed upon alternative during that week)

Salary: Competitive and commensurate with experience

Application Deadline: Friday, May 10, 2024

Send resume and cover letter via email to: Sanctuary Director Susan Buffalino at susan.buffalino@rancocasnaturecenter.org

The Rancocas Nature Center does not discriminate on the basis of gender, age, race, sexual orientation, or religious affiliation. The Rancocas Nature Center is an equal opportunity employer.