



**Job Title: Summer Camp Outdoor Education Assistant**

Job Classification: Temporary, full time; no more than 40 hours per week

Hours: Shift 9:00 a.m. to 5:00 p.m., M-F

Compensation: \$12-14+, DOE

**Position Purpose:**

This position is responsible for assisting the Outdoor Ed Instructor by co-leading/ assisting age-differentiated hour-long outdoor ed activities for students in Grades K-6 each day (four class periods per day) as well as supervising students during outdoor recess or creative time in the Makerspace.

**Essential Job Functions:**

The Outdoor Ed Assistant is responsible for providing enrichment, supervision, and care to students during Morning and After Care as well as while assisting Outdoor Ed Instructor during the camp day.

**Duties will include:**

- Facilitate games and activities in gym, playground or in nearby forest
- Facilitate activities designed to focus on teamwork, communication, leadership skills, trust, and social development
- Lead nature hikes, teamwork initiatives, low ropes activities, orienteering, geocaching, etc.
- Inspire curiosity about our natural world through inquisitive discovery based activities in our natural surroundings
- Support the social-emotional development of the students
- Maintain a positive and professional relationship with parents and students
- Actively monitor and engage with students during free play time
- Actively supervise the outdoor playground
- Maintain the safety and wellbeing of the students
- Other duties as assigned

**Other Job Duties:**

- Communicate effectively with all staff, parents, and children
- Make children and parents feel welcome
- Completing necessary documentation; verifying parent or guardian signatures of attendance sheets
- Be an enthusiastic member of the Create Academy team
- Responsible for opening or closing tasks daily
- Light administrative duties such as filing, copying, documentation

**Relationships:**

This position reports directly to the Camp Director, but may work independently, as a team, or under the direction of a camp instructor. This position is often the first line of contact with parents.

**Equipment Used:**

Slacklines, GPS, map and compass, miscellaneous sports equipment. Training will be provided on Makerspace tools and equipment.

**Knowledge, skills and abilities necessary:**

The ideal candidate will:

- Demonstrate knowledge of of Alaskan flora, fauna and animal safety
- First Aid/ CPR certified
- Demonstrate genuine concern, kindness, and respect to all staff, parents and children
- Display a high level of integrity and responsibility
- Teach youth in a respectful manner
- Lead youth and empower them to make "good" choices
- Apply firm, yet fair discipline
- Able to make children and parents alike, feel welcome
- Be a self-starter, able to work independently as well as effectively contribute as part of a team
- Complete all paperwork
- Be an enthusiastic member of the Create Academy team

**Required Qualifications:**

Experience leading outdoor education activities- orienteering, low ropes, hiking, cooperative games, etc. with youth

Must be a minimum of 18 years of age

Clean background check

Ability to lift 35 pounds

Possesses adequate vision, hearing acuity, physical ability, strength and stamina to perform the required responsibilities of activities associated with program delivery

**Physical Aspects of the Job:**

Work environment is typical of a school environment however this position involves daily exposure to weather elements. Candidate must possess adequate vision, hearing acuity, physical ability, strength, and stamina to perform the required responsibilities of activities associated with supervision and program delivery; ability to lift 35 pounds; complete a sustained hike of up two hours.

# Create Academy Summer Camp

## May 28 - August 2, 2018

Week-long intensives for inspired, imaginative, inquisitive kids!

---

### Who We Are:

Pacific Northern Academy is an independent, non-profit early childhood, elementary and middle school in Anchorage. We expect students to be active participants in their own education, to continually challenge themselves, and to communicate clearly and respectfully. From Early Childhood through 8th grade, students learn to utilize good judgment, to treat others with compassion, and to act with vision, courage, and integrity as they develop intellectually and personally. Students, teachers and parents at PNA work in partnership to create a community of learners dedicated to education.

### About Create Academy:

Create Academy is the place where science, art, technology collide with a whole lot of creativity. Students are immersed in the creative process and learn new skills to take their creations to a whole new level. Each day is started by asking, "What problem will I solve, what challenge will I overcome, what question will I ask today?" Students will spend time in the Skill Lab learning new skills and build upon prior knowledge. They will get outside and explore nature to find inspiration for their creations. Collaborate in groups to develop an innovative solution to tackle a real world challenge and invent during open create time in the Makerspace. Create Academy is open to all students and is an extension of the style of learning offered during the school year at Pacific Northern Academy, an independent non-profit early childhood, elementary and middle school in Anchorage.

### Weekly topics:

May 28-31	Camp Staff Training
June 3-7	Green Thumb Gardeners
June 10-14	Robotics
June 17-21	Let's Play!
June 24-28	Animal Adventures
July 8-12	Future Surgeons
July 15-19	Bubble Bonanza
July 22-26	Breaking News!
July 29- Aug 2	Swirling Sculptures

---

### Application Procedure:

Visit the *Contact and Employment* page on our website [www.pacificnorthern.org](http://www.pacificnorthern.org) for more information and to download an application. To apply for this position, please send a resume, application and at least **three** professional references who can attest your experience working with children to:

Attn: Renae Bookman  
Director of Enrichment and Early Childhood Programs  
Pacific Northern Academy  
[employment@pacificnorthern.org](mailto:employment@pacificnorthern.org)

---

**Equal Opportunity:** PNA is committed to a guideline of equal opportunity. Applicants will be evaluated in regard to qualification without regard to race, color, religion, age, sex, national origin, marital status, sexual preference, medical condition, or any other classification protected by law.