

Emerald Bay Outdoor Academy Program Assistant

The Emerald Bay Outdoor Academy is a youth science education program based at Camp Emerald Bay on Catalina Island and operated by the Western Los Angeles County Council, Boy Scouts of America. Our mission is to *inspire the next generation of environmental stewards* through overnight science programs and Educational Outreach Partnerships. Our students come from public, private, charter, and homeschool organizations. We serve students in grades 5th through 12th every Spring and Fall.

Job Information:

- This is a seasonal position.
 - Spring season is March 12 – June 4, 2023.
- 30 – 40 hours per week.
- Staff must reside on-site at Camp Emerald Bay in staff housing. Housing and meals are provided on site subject to a weekly deduction of \$218.59.
- Staff are employed by the Western Los Angeles County Council, Boy Scouts of America.
- Pay is \$20/hour.

All-Staff Responsibilities:

- Provide exceptional customer service to all student and adult chaperone program participants.
- Maintain professionalism in the workplace and around camp.
- Attempt the American Red Cross Lifeguard certification provided on-site during staff training week.
- Instruct courses for students attending 3, 4, and 5-day overnight outdoor education programs.
- Provide lifeguarding for Outdoor Academy and other Emerald Bay programs.
- Provide basic first aid.
- Clean and maintain camp equipment and course materials.
- Assist with the general cleanup and cleaning of camp.
- Participate in staff trainings.
- Participate in weekly staff meetings.
- Assist with meal serving when assigned.
- Provide retail help in the Ship's Store training post when assigned.
- Other duties as assigned in camp may include work projects, providing staff assistance for non-Academy groups such as YMCA weekend groups.

Program Assistant Specific Responsibilities:

- Reports to the Program Director.
- Program Assistant is a new position for the 2023 Outdoor Academy season with the goal of assisting the Program Director in the daily operations of all Emerald Bay Outdoor Academy programs.
- When multiple schools are in camp, the Program Assistant will be the point-person for specific schools and the staff that are conducting the courses for that school.
- Supervise student arrivals, orientations, and cabin assignments.
- Supervise student mealtime lineups and dining hall dismissals.
- Interface with teachers and chaperones.

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- Assist with first aid and medical needs.
- Assist staff with course set-up, tear-down, and ensuring course materials are prepared.
- Provide instruction when needed for activities such as archery, paddleboarding, snorkeling, kayaking, and float tests.
- Complete archery range training and assist ALG Instructors with range operations.
- Instruct courses when needed and support Naturalists instructing courses for students attending 3, 4, or 5-day overnight outdoor education programs. Instruction includes course and material setup/cleanup, managing group dynamics, being knowledgeable in content and lesson plans, and managing group safety.
 - Course Training is provided. Courses include (but are not limited to):
 - Kelp Forest Exploration (classroom and activity component of kayak, paddleboard, or snorkel)
 - Environmental Stewardship
 - Island Biogeography
 - Astronomy
 - Nocturnal Wonderland
 - Science labs: Ichthyology (fish dissection), oil spills cleanup, plankton lab
 - Marine Invertebrates & Intertidal Zonation
 - Hiking
 - Archery
 - Team Building
- Assist with curriculum development.
- Actively grow in knowledge of the relevant science and natural history of Catalina Island.
- Supervise staff for weekly cleaning tasks.
- The Program Assistant may have the ability to be checked out on camp vehicles. Driver's License and California Boater's Card preferred.

Benefits

- First and last boat ticket to and from Catalina Island are provided.
- Hourly salary is \$20 per hour.
- Housing and meals provided subject to a weekly salary deduction of \$218.59.
 - Most staff reside in Bunk Cabins, with 3 staff per bunk room which is connected to another 3-person room via a shared bathroom and shower. Visit the facilities page for photos: <https://www.campemeraldbay.org/facilities/#1599675911977-3b4e7ad1-d67e>
- Access to world class waterfront and the rugged West End of Catalina Island.
- Use of facilities and recreational equipment during off hours.
- Training opportunities include American Red Cross with CPR/First Aid/Waterfront components and Catalina Naturalist.

Qualifications:

- Previous experience as a Resident Naturalist for the Emerald Bay Outdoor Academy preferred.
- Applications from previous Outdoor Academy Resident Naturalists will be prioritized.
- College degree (or near completion) in environmental or marine sciences, recreation, education, or related field.
- 21+
- Demonstrated leadership ability.

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- Passion for outdoors and education.
- American Red Cross Lifeguard Certified preferred (training provided if not certified).
- Previous experience working with youth in an outdoor or STEM setting.
- Flexibility as job demands can change quickly.
- Ability to work long, physically and mentally demanding days which include a variety of land and water-based activities.
- Self-starter, able to work independently and in a group.
- Desire to learn and grow professionally and contribute to a growing program.
- Ability to drive.
- Ability to pass background check.

To Apply:

- Send the following to Program Director Burton Miller at burton.miller@scouting.org
 - Resume
 - Cover Letter
 - Three professional references