



## 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 5<sup>th</sup> through 12<sup>th</sup> every Spring and Fall.

### Job Information:

- This is a seasonal position.
  - Fall season is August 20 – October 31, 2023 (with a potential extension to November 12)
- 40+ hours per week average.
- 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.
- Salary is \$1200/week.

### 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 (hybrid remote & on-site)
- Oversee daily operations of Outdoor Academy Programs and courses
- Provide oversight and coordination efforts to school chaperones by answering questions, addressing needs and concerns, and providing exceptional customer service.
- Supervise student arrivals, orientations, and cabin assignments.
- Supervise student mealtime lineups and dining hall dismissals.
- Assist with first aid and medical needs.
- Assist staff with course set-up, tear-down, and ensuring course materials are prepared.

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- 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 when needed.
- Actively grow in knowledge of the relevant science and natural history of Catalina Island.
- Supervise staff for weekly cleaning tasks.
- Supervise staff for weekly staff meetings and debriefs.
- 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.
- Weekly salary is \$1200.
- 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.
- Paid leave is not provided as this is a short-term position however off-island travel may be accommodated with advanced notice.

## 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 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 Resume, Cover Letter, and three Professional References to Program Director Burton Miller at [burton.miller@scouting.org](mailto:burton.miller@scouting.org)