



THE
CHAMPION
of TREES

Position Available: Summer Science Camp Inclusion Coordinator

Classification: Part-time, Non-exempt, Temporary

Department: Education

General Summary: Assist with the day-to-day planning and implementation of weekly Summer Science Camp sessions with a primary focus on making Summer Camp a more inclusive environment for a wide range of camper abilities. Communicate with parents/guardians in advance of their camp week, coordinate daily camp activities, be present at camp check-in and check-out times, work with the Science Camp and Scout Programs Supervisor to organize and maintain camp paperwork, provide assistance to Summer Science Camp staff as needed, interact positively with parents, guardians, and children.

Qualifications: Bachelor's degree in Education, Interpretation, or the natural sciences required. 2+ years experience working with individuals with disabilities in a formal or informal teaching capacity required. Excellent oral and written communication skills required. Basic computer skills required. Must possess a valid driver's license, which is subject to insurability and an annual Motor Vehicle Record (MVR) report. Must become certified and maintain certification in First Aid and CPR (classes provided).

Success Factors: Highly organized with the ability and experience to coordinate multiple simultaneous camps while maintaining high attention to detail and customer service. Strong interpersonal skills, with a flexible, constructive, and courteous approach to parents, children, and summer science camp staff. Sense of responsibility in the area of safety, including appropriate radio use and basic safety measures. Stamina and ability to lead and deliver programs outdoors in various weather conditions. Ability to embrace and align with the organization's employee core values to be inclusive, take ownership, work together, keep learning, and make the Arboretum exceptional.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Physical Demands: Requires some physical activity: limited lifting and carrying (up to 30 lbs.), ability to travel over one mile on paved, wood-chipped, and dirt paths over varied and uneven terrain.
- Work Environment: Work is performed in a combined indoors and outdoors environment, in various weather conditions.
- Equipment: General office equipment, microscopes, two-way radio, specialized field monitoring equipment, Arboretum van.
- Schedule: The position typically requires around 20-25 hours per week during the 10 weeks of camp, with limited hours in the months leading up and immediately following camp.

To apply, visit <https://mortonarb.org/join-support/employment/>.

All Arboretum employees are required to be fully vaccinated against COVID-19.

The Morton Arboretum is an equal opportunity employer – disability/veteran.