



Education Department – S.E.E.D. Camp Assistant

Duration: May 28 to July 26, 2024

Hours per week: 12-35 (~240 total)
Monday-Friday

Stipend: \$3840

Application Deadline: April 8, 2024

Reports to: Anna SoRelle, Program Manager – Special Programs

About S.E.E.D. Camp:

S.E.E.D. (Summer Exploration, Engagement, and Discovery) Camp is a summer day-camp program at the Fort Worth Botanic Garden that focuses on hands-on experiences in environmental STEM and social-emotional learning. Campers range in age from 4 to 14. For more information about the S.E.E.D. Camp program, please visit fwbg.org/camps.

Job Summary:

The S.E.E.D. Camp Assistant is a temporary, part-time (12-35 hour/week) position from May 28 to July 26, 2024. This position will support the camp director, lead teachers, and interns in the implementation of successful camp programming and with preparations before, during, and at the conclusion of the S.E.E.D. Camp program. The S.E.E.D. Camp Assistant will perform administrative and organizational tasks as well as indoor/outdoor programming responsibilities.

Primary Responsibilities:

- Support S.E.E.D. Camp staff with the implementation of indoor and outdoor programming.
- Support and monitor for safety campers in grades PreK-8 in indoor and outdoor games, crafts, and activities.
- Assist with supplies organization, program preparation, and clean up.
- Interact with parents and guardians during drop-off and pick-up and other occasional instances as needed.
- Oversee pickup and drop-off procedures for half-day and full-day camps.
- Assist with the organization and maintenance of camp registration paperwork and post-camp surveys.
- Maintain ongoing, clear communication with camp director about supplies and support needs for campers and staff.
- Perform general clerical duties including photocopying, filing, phone calls, message taking, data entry, and sending information over email.
- Attend orientation, trainings, debriefs, and other meetings or events as necessary.



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Skills and background requirements for eligibility:

- Must be at least 18 years old, willing to submit to a background check and to complete online Child Protection Training.
- Experience and enthusiasm working with youth and families from diverse socioeconomic and cultural backgrounds.
- Excellent verbal skills, including public speaking and written communication.
- Highly positive and enthusiastic style capable of motivating others.
- Ability to multi-task, be persistent, and resolve conflicts as they arise.
- High level of organization and attention to detail.
- Computer literacy skills including the use and creation of spreadsheets, presentations, email attachments, and files/data organization.
- Self-starter with ability to work independently and as part of a team.
- Must be comfortable working in indoor and outdoor environments in varying weather conditions.
- Must be comfortable interacting with members of the public including children ages 4 to 14 years and their families.

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