

Squam Lakes Natural Science Center

Job Description

Employment Title: Guided Discoveries Instructor (2 positions)

Supervisor Title: Guided Discoveries Camp Coordinator

Employment Classification: Non-exempt, hourly

Employment Type: Seasonal, full-time

Average Hours Worked: 40 hours per week, 80 hours per pay period

Schedule: Monday through Friday, *employment start date is June 9, 2025, through August 22, 2025*

Training: These dates include training, planning, and 8-9 weeks of camp sessions

Compensation: \$16.50 per hour (*Housing assistance is available*)

Supplemental Benefits: An 8-person SLNSC membership, retail, program, cruise discounts, training, and professional development support. *Seasonal Positions are not eligible for employee insurance benefits.*

Position Summary

Squam Lakes Natural Science Center is seeking a creative and enthusiastic candidate to serve as Guided Discoveries Instructor for our dynamic, 8-week summer day camp program. Science Center nature day camps encourage discovery, learning, and outdoor play in and about the natural world for kids ages 5 through 13. Our camps are active and emphasize time spent outdoors. The Guided Discoveries Instructor works under the direction of the Guided Discoveries Coordinator and co-teaches week-long camp sessions with them or with another education staff member. The Instructor is responsible for planning and leading educational activities and performing other tasks that support the safety and success of the program.

Role & Responsibilities

- Plan and lead innovative, engaging, and age-appropriate activities for nature and science-themed camps targeted for youth ages 5 through 13.
- Develop or update weekly lesson plans.
- Provide high-quality customer service to campers and parents.
- Model respectful, positive, and considerate personal interactions through reinforcing, reminding, and redirecting negative camper behaviors to provide a positive experience for all campers.
- Create engaging displays in the Guided Discoveries Classroom to provide a welcoming environment for campers and parents.
- Care for, maintain, and develop high-quality program supplies and equipment.
- Maintain cleanliness and safety of all program and office spaces.
- Ensure the safety of the site, activities, and participants; report any accidents, injuries, and safety concerns to Education Director.
- Other duties as assigned.

Education

- Must be at least 18 years of age.
- Must be able to successfully pass a background check to interact with children.
- A high school diploma or equivalency is required.
- Bachelor's Degree with a major in the natural sciences, environmental education, natural resources interpretation, or a related field, or comparable relevant experience, is preferred.
- Current progress towards obtaining a degree or continuing education is appreciated.

Knowledge and Skills

- Prior experience teaching in a nature-based or recreational camp setting with youth ages 5-13.
- Knowledge of New Hampshire's natural history.
- Demonstrated public speaking skills and ability to effectively communicate with diverse audiences.

- Positive and enthusiastic attitude.
- Motivation, a willingness to learn, and a desire to work with youth and animals.
- Current certification, or willing to obtain, Adult and Child CPR/First Aid with AED. *We pay for it.*
- Able to receive a clean criminal background check before hire (*as required by NH state law when working with youth*).
- Ability to work well independently and as part of a team.
- Certified Interpretive Guide through the National Association for Interpretation is preferred.

Physical Requirements

- Ability to read, write, and communicate verbally on the phone, in person, and online.
- Sitting or standing: Remaining seated or standing for long periods of time.
- Walking: Moving around the office to access files, printers, etc.
- Using hands and fingers: Handling or feeling objects, keyboard, phone, and printer controls.
- Operating a computer: Constantly using a computer and other office equipment.
- Lifting or carrying: May need to lift up to 15-20 pounds; set up & break-down special events.
- Pushing, pulling, or reaching: Moving objects, or pushing them away, reaching overhead.

Temporary Housing Assistance

- Housing is available two miles from the Science Center at a cost of \$375 per month.
- Housing is in a private bedroom/bath with shared kitchen and common space.
- The room is located on a property with other units occupied by employees of local nonprofits.
- The property includes amenities such as pickleball courts, an outdoor fire pit, and lake access.
- Rent includes utilities and internet.
- Transportation is required to get to work, and amenities such as grocery stores.
- We do not assist with relocation expenses.

Application Process:

- To be considered for this role, qualified candidates must email Bonnie Baker, HR/Finance Manager, a resume and a cover letter of interest at bonnie.baker@nhnature.org.
- All applicants must submit a cover letter and professional resume to be considered.
- Candidate submissions without a cover letter will be asked to provide a cover letter.
- A completed SLNSC employment application will be required before the first interview and can be found on our website here <https://www.nhnature.org/who/careers.php>
- Applicants will receive an acknowledgment email within two days of submitting their credentials.
- Candidates will be selected for interviews within five to ten business days, and the interview process consists of a series of interviews with our hiring committee.
- Telephone inquiries are not permitted due to the high volume of applicants.

Job Description disclosure:

The above job description is not all-inclusive. This role may be required to perform other reasonably related duties assigned by the supervising manager or director. Squam Lakes Natural Science Center reserves the right to update, revise, or change the job description whenever business needs deem necessary. Squam Lakes Natural Science Center is a not-for-profit 501(c)(3) organization and an Equal Opportunity Employer (EEO). New Hampshire is an employment-at-will state. This means that either party may terminate the employment relationship at any time, with or without cause or notice. All applications, resumes, and materials submitted become the property of SLNSC.

Equal Opportunity Employer (EEO) statement:

All qualified applicants receive consideration for employment regardless of age, race, religion, gender, sexual preference, gender identity, national origin, protected veteran status, disability (physical or psychological), or any other protected classification under federal and state law. Our policy requires a completed employment application, reference, and background checks to be conducted on new employees before their first day of employment. Immigration verification is required.