DEPARTMENT/SITE:
MSU Extension Tollgate Farm and Education Center
28115 Meadowbrook Road
Novi, MI 48377.

SUPERVISOR & CONTACT:
Sara Mund
Day Camp Coordinator
248.347.3860 x228
Mundsara@msu.edu

POSITION:
MSU Extension seeks candidates to join our summer day camp team. During the summer MSU Tollgate Farm offers summer enrichment programming that includes educational day-camps for young people ages 5 - 19. As part of the educational staff, the summer day camp edu-leader will lead the learning experience for groups of youth ages 5-14 during 8 weeks of science-themed camp promoting MSU Tollgate’s mission. This is an 11-week position, June 8th to August 21st, with two weeks of training prior to the start of camp. We are seeking staff with a background in one or more of the following areas: education, agricultural science, cooperative games, music, food science, entomology, forestry, gardening, fisheries and wildlife. For more information about summer camp at MSU Tollgate Farm, visit our blog, http://experiencetollgate.com/ and our webpage https://www.canr.msu.edu/tollgate/camps/

BACKGROUND:
Michigan State University Extension (MSU) helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. For more than 100 years, MSU Extension has helped grow Michigan’s economy by equipping Michigan residents with the information that they need to do their jobs better, raise healthy and safe families, build their communities and empower our children to dream of a successful future. MSU Tollgate Farm and Education Center encourages food system awareness through exploring the sustainable, nutritional, and cultural aspects of agriculture. MSU Tollgate educates the community about food production while encouraging ethical food producers and consumers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Be comfortable and interested working with elementary, middle, and high school aged youth (5 - 19 yrs)
● Implement experiential science curriculum and programs for students of various ages at appropriate levels using research-based methods
● Observe behavior in daily camp life, respond verbally to health and safety concerns, and deal appropriately with any improper behavior
● Respond appropriately to hazards and any camper concerns
● Be responsible for the safety of campers, stewards, fellow staff, and self
● Attend in-service training
● Communicate with parents, the public, and MSUE staff appropriately
● Be comfortable with and/or interested in agriculture, gardening, plant science, entomology, fisheries and wildlife, animal science
● Work in close proximity with wildlife and farm animals as part of camp
● Work with camp staff to plan activities
● Organize, assemble, and be responsible for equipment needed for field instruction
● Assume any task or responsibility necessary for successful camp operation as assigned by the camp coordinator

MINIMUM QUALIFICATIONS:
● Have past experience of working with children in formal or informal settings (school, nature center, summer camp, scouts, etc.)
● Work effectively with individuals from diverse communities and cultures
● Demonstrate knowledge of the natural world
● Work in close proximity to wildlife and farm animals
● Work willingly in all weather (including summer heat and/or rain)
● Be physically active for an 8-hour day
● Be able to lift 50 pounds
● Demonstrate commitment, reliability, punctuality, and responsible behavior at previous jobs
● Possess current CPR/First Aid certification OR commitment to participate in a training before the first day of camp

JOB SCHEDULE AND COMPENSATION:
● The position is a maximum 12-week commitment, paid hourly.
● Camp dates are June 8th - August 21st. **Camp staff must be available for these dates.**
● Training and program preparation will be scheduled during the two weeks leading up to camp. Camp closing date August 21st. **Camp staff must be available for these dates.**
● Mid-summer celebration and training for camp staff is July 23, 2020.
● Part of the required staff training includes a two-day training with our teen Stewards and Stewards-in-Training on June 19 and 20.
● Work hours are Mon – Fri from 8:30 – 4:30 with occasional extended day hours required. Opportunities for overtime may occur as directed by the Day Camp Coordinator.
● Applications accepted until positions are full.
● This is a temporary position, paid on an hourly basis at a competitive rate.

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