



## POSITION DESCRIPTION

**Mission:** Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

SuperKids Camp is a six-week academic enrichment program designed to help elementary school-aged students in Baltimore City improve or maintain their scholastic skills during the summer months. We focus our efforts in the following areas — reading, environmental literacy, character development, basic math skills, and fostering an appreciation of the environment through hands-on learning and field trips.

### ENVIRONMENTAL LITERACY COUNSELOR

DIVISION: PROGRAMS

REV: 02/07/19

SEASONAL, NON-EXEMPT

**MAJOR RESPONSIBILITY:** This position is responsible for delivering a high quality environmental education literacy focused summer program for Baltimore City elementary-aged students with the goal of improving reading skills while increasing environmental literacy and exposure to the natural world as a part of SuperKids Camp. The Counselor also ensures safety and welfare of a class of 15-18 students.

**REPORTS TO:** Site Coordinator

#### **ESSENTIAL FUNCTIONS:**

1. Delivery of Instruction
  - a. Deliver interactive literacy based environmental education lessons, provided by Parks & People Foundation, to SuperKids campers
  - b. Conduct delivery of daily outdoor play and recreation activities
  - c. Engage students around environmental stewardship and encourage positive behaviors
  - d. Assign tasks to the counselor intern that involve assistance with lesson delivery and classroom management
  - e. Ensure adherence to schedule through smooth and timely transition between daily activities
  - f. Take and submit daily attendance; document and report to Site Coordinator; make daily phone calls to parent/guardian of absentees as appropriate
  - g. Assist enrichment providers with planned activities
  - h. Supervise students on planned field trips, outdoor exploration experiences and enrichment activities
  - i. Manage classroom in accordance with camp guidelines and Parks & People policy
  - j. Maintain records including student performance, attendance, disciplinary actions taken, and other reports as requested
  - k. Attend and participate in staff planning meetings
  - l. Participate in other camp activities as requested and as appropriate to position

- m. Be a positive role model for campers and demonstrate good environmental stewardship
- n. Other duties as assigned

2. Supervise Participants

- a. Ensure that all students are actively engaged in the learning process
- b. Utilize positive behavioral and classroom management techniques
- c. Ensure students behave in a safe, respectful, and orderly manner
- d. Assist in meal distribution and clean-up

**QUALIFICATIONS:**

***Requirements***

- Prior experience in education or working with youth enrichment programs
- Knowledge of different learning styles and methods of content delivery
- Knowledge of special education laws and regulations
- Ability to make accommodations for the diverse learner
- Ability to deliver and differentiate lesson plans and instructions appropriate for grade level
- Ability to connect and communicate with youth
- Good oral/written communication skills
- Outstanding human relation skills needed to inspire and motivate students
- Good time management skills needed to handle multiple, concurrent classroom activities which serve the needs of students
- Ability to develop goals and objectives appropriate for each student's performance level
- Ability to establish and maintain cooperative and effective working relationships with others

***Preferences***

- Background or strong interest in education (elementary, special, secondary, environmental) or other related field
- Experience with working with youth in special education or youth who read below grade level
- Previous PPF summer programs experience given consideration