



## POSITION ANNOUNCEMENT

**JOB TITLE:** Bilingual Camps Specialist  
**CLASSIFICATION:** Seasonal, Non-Exempt  
**WORK HOURS:** .25 FTE April 16<sup>th</sup>-June 18<sup>th</sup>, Full Time June 18<sup>th</sup> –August 7<sup>th</sup>  
**RATE OF PAY:** \$15hr

### POSITION SUMMARY:

LandPaths seeks a self-motivated, creative, bilingual (Spanish/English) individual to help with outreach and implementation of LandPaths' summer youth programs. From April – June, this person will work with Camps staff in the office to conduct community outreach and attend to the logistics of our extensive scholarship program. From June - August the job will include assisting with camps implementation in the field. In particular, this position includes 4 weeks of facilitating a small group of youth at LandPaths' Owl Camp – open to 5-13 year olds. Additionally, this person may be called upon to assist with planning and implementation of LandPaths' Teen River Trek and our teen Backpacking Camp, depending on experience.

### JOB DUTIES:

- Manage outreach and incoming scholarship applications for Owl Camp, River Camp and Backpacking Camp
  - Conduct extensive outreach to individual families, many of whom are Spanish-speaking
  - Create a clear filing system for incoming scholarship applications for each camp
  - Understand weekly scholarship targets for each camp and ensure that targets are being reached but not exceeded
- Assist in the facilitation of Owl Camp
  - Assist with general camp planning and preparation
  - Lead daily activities with a group of up to 15 campers
  - Assist with post-camp clean-up
  - Work in a collaborative team to plan the overall camp “vibe.”
- Assist in organizing transportation for youth to and from camps
  - Communicate with and orient volunteer drivers to the vehicles
  - Transport youth to and from camp
- Assist with implementation of backpacking and river camps depending on skills and program needs

### REQUIRED SKILLS:

- At least 21 years of age (in order to assist with camper transportation)
- Fully bilingual English & Spanish
- Bi-cultural or cross cultural experience
- Demonstrable connection/experience working with Spanish-speaking populations
- Valid driver's license & clear driving record
- Ability to remain calm and flexible amidst rapidly changing priorities
- Professional demeanor
- Detail oriented, well organized
- Strong verbal communication skills
- Strong computer skills including Microsoft Excel
- Desire for collaborative work environment, while able to work independently
- Ability to communicate with a variety of ages/cultural backgrounds
- Ability to manage multiple and shifting variables (weather, timing, schedule changes, uneven terrain)
- First Aid and CPR Certifications (must be current by time of camp start)
- Interest in, and enthusiasm for, LandPaths' mission and values



**PREFERRED QUALIFICATIONS:**

- Experience leading youth in outdoor environments
- Relevant college level work in education, sciences, related fields and/or relevant work experience (i.e. camp counselor)
- Knowledge of natural and cultural history (gained through either or both course work and life experience)
- Brings ideas for theme-based crafts, activities, and games
- Able to lift and carry up to 50 lbs. and hike for long distances on uneven terrain
- Previous backpacking experience
- Commercial Class B license
- Lifeguard, Water Safety & Boating Safety qualifications or experience

**TO APPLY:**

Email resume and brief cover letter, clearly stating the name of the job title you are applying for, to:  
[hr@landpaths.org](mailto:hr@landpaths.org)

**DEADLINE FOR APPLICATIONS:**

APPLY NOW! Applications will be reviewed on a rolling basis until March 15th, 2018.