

Carleton University Earth Sciences/Sports Camp 2020 Jobs

Are you looking for a short-term job in Ottawa this August? Are you interested in using your Geology knowledge and gaining experience in educational outreach? Do you have experience working with kids in a summer camp setting? Then we are looking for you!

Three positions are available for the summer of 2020 from July 20 to August 17 (4 weeks) for Earth Sciences/Sports Camps for 8 to 12-year olds. Employment includes 4 days of preparation, 3 weeks of camp program, and a day following the last week of camp for clean-up and debriefing. We will have two groups of 25 campers each day, with one group visiting us for Earth Sciences programs in the morning and another in the afternoon. The program will be the same each week.

Earth Sciences Summer Camp, 2020 Camp ES Program Manager:

The Camp Earth Sciences (ES) Program Manager will be responsible for the daily operations of the camp and be employed for 4 weeks; July 20 to August 17 at a rate of \$15.00 per hour. Number of hours paid will be 133 hours (19 days x 7 hours per day). Hours are 8:00am until 4:00pm with lunch break.

Duties will include:

Prior to camp: with the assistance of the Outreach Coordinator, Camp Manager will

- design, prepare and organize camp activities, hand-outs, equipment and any other required materials
- prepare activity introduction powerpoints/presentations
- prepare additional activities to use if we have extra time, including websites to investigate, videos, etc.

During camp weeks: Camp Manager will

- introduce and explain camp activities to campers
- direct and assist with set-up and clean-up of camp activities each day
- ensure next day's activities are ready to go at the end of each day
- with the help of the Camp Assistants, lead campers through the activities

The Camp Manager will be responsible for supervision and safety of campers to keep them on task and will direct the work of the Camp Assistants and Athletics Counsellors during their time in our department.

Earth Sciences Summer Camp, 2020 Camp ES Program Assistant:

Camp Earth Sciences (ES) Program Assistants will assist the Camp Manager with duties related to the operation of the Earth Sciences/Sports summer camp and be employed for 4 weeks; July 20 to August 17 at a rate of \$14.00 per hour. Number of hours paid will be 133 hours (19 days x 7 hours per day). Hours are 8:00am until 4:00pm with lunch break.

Duties will include:

- assist the Camp Manager to plan, prepare and organize all materials required for the camps
- assist Camp Manager to set up and clean up activity materials each day
- assist campers with activities
- help to supervise campers to ensure safety and focus on activities

If you are interested in one of these Earth Sciences Camp positions, please complete and bring to the Earth Sciences Main Office **by March 31, 2019**

1. **Current Resume**
2. **Cover letter describing your relevant skills and experience and why you want this job.**
3. **Please also indicate the position for which you are applying (see above)**

Please visit <https://athletics.carleton.ca/cu-camps/ravens-earth-sciences-sport-camp/> to view camp description.

If you have any questions please send an email to Beth McLarty Halfkenny, Outreach Coordinator, Earth Sciences Department at beth.mclartyhalfkenny@carleton.ca