



Volunteer Job Description – Summer Camp Assistant: Teen/College

Applications for Summer 2024 will be accepted through March 10, 2024.

To discuss or apply for this volunteer position, please email volunteer@dmbotanicalgarden.com or call 515-323-6290.

Position: Summer Camp Assistant

This role provides support and assistance for day-to-day programs and activities of the Botanical Garden Summer Camp Program. It may appeal to students who are interested in horticulture, gardening, environmental sciences, teaching, speech/public speaking, working with children or a combination of all. This role can be individualized based on preferences and interests.

Time Commitment:

Training: One hour training session in mid-June. Date and time to be determined. Training is mandatory but can be rescheduled if needed.

Summer camp: A minimum commitment of one camp session.
Camp sessions are five (5) weekdays (M-F); 8:30 a.m. – 4:30 p.m. daily.

Summer Camp Schedule:

<u>Session Dates:</u>	<u>Camp Theme:</u>
June 17-21	Junior Botanists
June 24-28	Wilderness Rangers
July 8-12	Garden Artists I
July 15-19	Garden Artists II
July 22-26	Magic in the Garden I
July 29-August 2	Magic in the Garden II
August 5-9	Wonderful Water
August 5-9	Guardians of the Garden

Responsibilities:

- Support staff to prepare for and carry out camp activities
- Give direction to campers during activities and presentations.
- If desired, design and lead elements of camp programming.
- Help the instructors maintain room organization and supplies.
- Act as a chaperone for campers during group programs.
- Interact with campers and assist instructors to effectively monitor camper behavior.

Requirements:

- Age 14 or older.
- Availability to work a minimum of one Summer Camp session during June, July or August.
- An interest in encouraging youth to explore the world of plants.
 - (Note: strong science or botanical knowledge is NOT required)
- An interest in educating and guiding youth through hands-on learning activities.
- Comfortable interacting with and co-leading groups with a maximum of 12 youth (with assistance of educators).
- Ability to direct participants as needed.
- Comfortable with public speaking and projecting your voice over background noise.
- Ability to be on your feet for an extended period of time and move along various inclines and grades with ease.
- A friendly and positive attitude and out-going personality.
- Availability to attend training(s).
- A background check will be conducted.
- Ability to NOT look at or interact with your cell phone during camp.

Attire:

- Volunteers who are fully up to date on vaccines and are comfortable doing so are welcome to conduct business throughout the Botanical Garden without face coverings. Those who are not up to date on vaccines are encouraged to continue wearing face coverings in all areas of the Botanical Garden.
- A Botanical Garden volunteer t-shirt will be provided to youth working with the camp. If more than one volunteer shirt is desired, additional can be purchased at cost.
- You are encouraged to wear the t-shirt provided. If it is not available, a plain t-shirt/shirt is acceptable. Shorts or jeans are appropriate depending on weather conditions. All shoes must have a covered toe, including sandals (which also must have a back or heel strap). Clothing should be free of stains and tears.
- A nametag will be provided and should be worn during any shift.

Benefits:

- One year Individual Plus level membership will be given in August upon completion of position requirements (for more information about this membership: <https://www.dmbotanicalgarden.com/membership/>)
- A Botanical Garden volunteer t-shirt
- Beautiful work environment
- Valuable skill building experience

To Apply:

Complete the Youth Summer Program volunteer application at <http://www.dmbotanicalgarden.com/support/volunteer/>

A recommendation by an instructor or other non-related adult is required. This could be a school, volunteer or work-related reference. The reference information will be collected on your application and then contacted by Botanical Garden staff. The recommendation should refer to applicant's ability and comfort for any or all specific aspects of this role (natural sciences, public speaking, working with youth, etc.).

Applications for Summer 2024 will be accepted through March 10, 2024.

Applications will be reviewed, and candidates will be contacted for a group interview to be held the first or second week in April. All who apply will be notified when positions are filled.

(updated 1.4.2024)