



Montana Outdoor Science School Summer After-Camp Care Counselor Job Description

Position: Summer After-Camp Care Counselor

Location: Bozeman, MT

Reports To: Education Coordinator and Program Director

Status: Part-time, seasonal, exempt

Schedule: June 10 - August 23, Monday - Friday, 2:30 - 6:00

Summary Description

Montana Outdoor Science School (MOSS) is a non-profit organization based in Bozeman, MT, that inspires curiosity, awareness, and understanding of nature and science through quality educational experiences. Established in 1994, MOSS facilitates outdoor experiences in schoolyards and camps for over 6,000 students throughout Montana.

The Summer After-Camp Care (ACC) Counselor is responsible for implementing and maintaining safe and fun post-camp activities. This position requires flexibility, creativity, and a commitment to the organization.

Primary Duties

The Counselor is responsible for instructing assigned education programs. Responsibilities include but are not limited to the following:

1. **Engage and supervise students in grades K-8 in outdoor settings.**
 - a. Plan and lead outdoor-based activities to diverse audiences.
 - b. Effectively manage logistical challenges and changes.
 - c. Facilitate games, creek activities, arts and crafts, and relaxation time.
 - d. Work collaboratively with all MOSS coworkers.
2. **Maintain activity materials and supplies.**
 - a. Keep materials organized, clean, and in good working order.
 - b. Communicate any supply concerns to the supervisor.
3. **Engage in professional development.**
 - a. Participate in MOSS staff development sessions, including staff training, staff meetings, and feedback/evaluation forms.
4. **Prioritize risk management.**
 - a. Ensure the safety of students.
 - b. Be sensitive to the health and welfare of all participants by diligently following protocols to ensure a safe environment for participants.
 - c. Complete detailed incident reports when necessary.

Who Should Apply

You have experience successfully accomplishing similar duties as those listed above.

OR

You have related experience that translates well to the duties in the job description.

OR

You feel energized thinking about embarking on job duties you've never done before, and you're passionate about teaching in the outdoors.

Required qualifications:

- Must be 16 years of age
- Must live near Bozeman, MT or be willing to commute
- Valid CPR and First-Aid certification (online certification not accepted)

Compensation and Benefits

This position is paid at an hourly rate of \$17/hr with potential for raises each returning year.

Benefits of this position include:

- **Access to ExpertVoice prodeals**
- **Spending afternoons immersed in nature**
- **Build transferable skills and leadership experience**
- **Working in a humor-filled environment that encourages you to bring your whole self to the job**

To Apply:

Submit a resume and three references to mrichardson@outdoorscience.org. We hire on a rolling basis, but we encourage you to apply as soon as possible.

Equal Opportunity Statement

MOSS celebrates diversity and is committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. A wider range of perspectives and backgrounds will help make MOSS a richer, more productive organization. We believe that all employees and applicants should be treated with dignity and respect. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status. MOSS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the organization.

We acknowledge that some candidates may not feel their professional experience and skills are a close match for this role. We are aware that women and people of color are documented to be less likely to apply for jobs when they do not meet every qualification. Persons from all backgrounds, and specifically those from traditionally marginalized and/or underrepresented groups, are encouraged to apply. Please apply if you are passionate about this work and our mission calls to you.