



Camp Habitat  
Office: (907) 888-7304  
P.O. Box 81065, Fairbanks, AK 99708  
camphabitat@friendsofcreamersfield.org  
www.friendsofcreamersfield.org

## Job Announcement: 2025 Camp Habitat Assistant Director

**Position:** 2025 Camp Habitat Assistant Director

**Location:** Creamer's Field Migratory Waterfowl Refuge, Fairbanks, AK

**Status:** Seasonal position, flexible May start date. Please see "Employment Details" for specifics.

**Date Posted:** December 5, 2024

**Closing Date:** Open until filled. The first review date is January 31, 2025

**Date Available:** May 2025

### **Job Description:**

Camp Habitat is a nature education and ecology day camp for youth ages 4-11. There are five (5) camp sessions that run in June and July. The Camp Habitat Assistant Director's primary responsibility is to oversee the day-to-day camp operations and supervise camp staff. This position reports directly to the Camp Habitat Director.

### **Duties:**

#### *Prepare for the Camp season*

- Recruit campers through social media, posting fliers, and tabling at events
- Organize and manage Camp Habitat equipment and supplies.
- Oversee Camp set-up and tear-down

#### *Assisting with the Oversight & Management of the Camp Habitat summer day camps*

- Help with the recruitment, hiring, training, supervision, and evaluation of camp instructors, counselors, guest speakers, and volunteers
- Oversee the development of daily lesson plans and learning experiences for camp
- Update curriculum with new and/or improved learning experiences and activities
- Assist with administrative duties as necessary
- Assist with the overall logistics of Camp operations

#### *On-site preparation and presence*

- Assure a safe environment for all children and staff
- Camp set up and take down
- Work as a substitute instructor or counselor as needed
- Attend and participate in staff meetings

*Other duties as assigned by the Camp Director or Executive Director of Friends of Creamer's Field*



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### **Professional Qualifications**

- A minimum of 60 credit hours in education, natural sciences, or a related field. Bachelor's degree or higher preferred.
- Must be able to pass a background check
- Must hold a valid driver's license
- Strong interpersonal skills
- Strong organizational skills, flexible, able to multitask
- Experience with children, ages 4-11
- Certification in CPR/First Aid (preferred)

### **Employment Details**

- Approximate Employment dates (May through mid-August) – initial time period will be part-time
- Full-time hours start June 1<sup>st</sup> and run through mid-August
- Must be on-site starting June 1<sup>st</sup>
- \$18-\$20/hour depending on experience
- No health insurance, and no paid sick or vacation leave
- Payroll is completed on a semi-monthly basis

### **To Apply**

To be considered in the first review, please submit ALL the following documents by **11:59 p.m. (AKST) on January 31, 2025**

- Cover letter
- Resume
- Three professional references with complete contact information (name, phone number, email)

In your cover letter, please address the knowledge, skills, and abilities that would make you a strong candidate for Camp Habitat. The resume and cover letter should be no more than two pages each. Application materials should be sent to [Lauren@friendsofcreamersfield.org](mailto:Lauren@friendsofcreamersfield.org) with the subject line: *Camp Habitat Assistant Director\_Last Name\_First Name*.

All attachments must be sent in a pdf format.

### **For specific information about the position please contact:**

Lauren Puleo  
Youth Education & Research Coordinator  
Friends of Creamer's Field  
Phone: 907-888-7304  
[Lauren@friendsofcreamersfield.org](mailto:Lauren@friendsofcreamersfield.org)