

## College Aide - Greenbelt Education

### ***Program Description:***

The New York City Department of Parks and Recreation in partnership with the Greenbelt Conservancy, offers hands-on environmental and outdoor education experiences for all ages during the summer, including half-day summer day camp at High Rock Park for children ages 5 to 12, Teen Naturalists for 13 -14 year olds and guided nature hikes and field explorations to groups that visit the Greenbelt throughout the summer. ***This 35 hour per week position is available summer 2008 for approximately 6- 8 weeks. Salary: \$10/hour***

### ***Duties:***

- Assist the Program Coordinator with clerical and programming responsibilities, such as: tracking documentation and correspondence related to summer programs
- Assist Head Counselors on hikes outside High Rock Park (such as Moses Mountain or The Overlook), or substituting for a counselor who is absent for the day
- Assist Educators in teaching nature topics, facilitating outdoors environmental games and art and craft projects and leading forest field hikes to outside groups or camp

### ***Requirements:***

- College enrolled or college-bound
- Able to work one weekend day per week and occasional evenings
- Willingness to work outdoors, and in occasional adverse weather conditions
- Excellent organizational, writing and communication skills
- Excellent interpersonal skills and phone etiquette
- Proficient in Microsoft Office software and web-based research

### ***Preferred:***

- Able to lead physically strenuous hikes and team-building activities
- Experience and interest in working with children and their parents
- Knowledge of and interest in any of the following areas: natural sciences, education, child development, and stewardship
- Knowledge of northeastern plant and animal species and urban ecology
- Familiarity with the Greenbelt parks and its trail system, or willingness to learn
- Experienced hikers, naturalists, and nature lovers
- Certification in Community CPR & First Aid a +

If interested, please send cover letter and resume to:

Laura Dovico, Program Coordinator  
Greenbelt Environmental Education  
200 Nevada Avenue  
Staten Island New York 10306  
Laura.Dovico@parks.nyc.gov

EOE