



Camp SEA Lab
California State University Monterey Bay
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Summer Aquatic Program Instructor

*This is a part time (16 hours/week), temporary, and non-benefited position
Expected duration of employment will run June 5 – Aug 10, 2018*

PROGRAM SUMMARY:

Camp SEA Lab operates under the University Corporation at California State University Monterey Bay (CSUMB) and has close ties to several Monterey Bay area marine institutions. Camp SEA Lab is governed by the University Corporation and an Advisory Board of Directors comprised of members from collaborating institutions.

Camp SEA Lab's mission is to foster lifelong excitement, scientific understanding, and stewardship of our coasts and ocean. The exceptional environment of the Monterey Bay region, and a host of exemplary marine science and education institutions make it a perfect setting for a youth program focused on ocean and coastal resources.

Camp SEA Lab summer camp programs are designed for youth ages 8-16 from culturally diverse backgrounds, are delivered in a multi-day format as residential or day camp experience (visit campsealab.org for more information). All Aquatic Program staff will be responsible for leading surfing and snorkeling programs for campers (up to 15 youth in the ocean at one time), including instruction, supervision, safety, and group management. All Aquatic Program staff will implement Camp SEA Lab's risk management protocols for participants.

Work schedule: Summer aquatic program hours are 8:00 am to 4:30 pm, two days per week (usually Tuesdays & Wednesdays, with occasional Thursdays). Aquatic equipment loading into program vehicles will begin at 8:00 am at CSUMB, then transported to nearby coastal location by Aquatic Program staff. Campers will arrive on site at 9:00 am to participate in aquatic programs (either snorkeling or surfing), and will end activity by 3:00 pm. All Aquatic Program staff will return to CSUMB to unload, clean, inventory, and repair aquatic equipment (wetsuits, surf boards, snorkeling gear, etc.) as needed.

ESSENTIAL JOB FUNCTIONS:

Aquatic Program Instructor will work closely with the Aquatic Program Supervisor on a variety of tasks related to the implementation of snorkeling and surfing programs, while maintaining the constant safety and well-being of participants. Essential job functions include:

- Understand and implement program safety regulations of Camp SEA Lab's risk management plan for all aquatic activities.
- Serve as aquatic instructor and demonstrate proper snorkeling and surfing techniques to participants. Be able to confidently lead at least a 30-minute land-based lesson before entering into the ocean, under the guidance of the Aquatic Program Supervisor.
- Maintain constant supervision and ensure the safety of all participants. Be responsible for a maximum of 20 participants at a time while in the water.
- Make sound judgments and informed decisions regarding local ocean conditions of the Monterey Bay, with the ability to read and predict weather patterns, as it relates to the safety of all aquatic program participants.

- Educate participants on topics such as ocean safety, rip currents, tides, wave dynamics, local marine life, rocky shore and sandy beach habitats, snorkeling and surfing techniques, terminology and etiquette.
- Recognize and serve as first responder to emergencies and prevent injuries and drowning.
- Direct participants in the proper use of aquatic equipment (wetsuits, surf boards, snorkeling gear, etc.), and be responsible for overall clean up and proper storage of gear.
- Inspect and repair aquatic programs equipment before and after each instructional session.
- Be a positive role model for participants and express enthusiasm in all aspects of teaching including ocean awareness and marine science education.
- Work effectively in a dynamic team setting, demonstrating sensitivity to diversity and multiple working styles.
- Maintain positive relationships with Camp SEA Lab partners and parents of campers.
- Demonstrate sensitivity to special, developmental, and emotional needs of children.
- Appropriately model behavior and use positive behavior management techniques.
- Other duties as assigned.

QUALIFICATIONS:

Education and Experience

- Demonstrate responsibility, organization, flexibility, and sound judgment as it relates to the delivery of aquatic program activities.
- Demonstrate familiarity with coastal locations and knowledge of local ocean conditions of the marine environments in Monterey Bay.
- Candidate should have personal snorkeling and surfing experience, and prior teaching experience in these activities is preferred.
- Previous experience working with youth in an informal education setting; could include camp, classroom, or other environments. Ability to work with diverse populations and multiple learning styles.
- Possess a variety of skills to include leadership, communication, program implementation, and multi-tasking.
- Demonstrate understanding of and commitment to the Camp SEA Lab and CSU Monterey Bay Vision Statement and the core values of mutual respect, collaboration and service orientation, multiculturalism and diversity.
- Excellent interpersonal oral communication skills.

SPECIAL CONDITIONS OF EMPLOYMENT:

Demonstrated ability to address the essential functions associated with this position, including the knowledge and abilities identified above. In addition, the successful candidate will meet all the following conditions:

- **Must possess the following certifications through duration of employment: American Red Cross First Aid, CPR/AED, and Lifeguard Certification.**
- **Must possess a valid driver's license, submit a clean driving record, and pass an on-line University Corporation Defensive Driving Course within one week of employment.**
- Minimum age requirement of 18 years of age.
- Must be able to get to and from CSUMB/Camp SEA Lab office via own transportation.
- Possess enough strength and endurance to maintain constant supervision of participants during all aquatic programs.
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the University Corporation. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current University Corporation employees who apply for the position.

- The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

DESIRABLE QUALIFICATIONS:

- Bachelor’s Degree in a marine science-related field
- Bilingual – Spanish and English
- Wilderness First Aid Certification
- Water Safety Instructor
- SCUBA Certified

PHYSICAL WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position is also required to work and travel to off-campus program locations. Must be able to traverse a wide range of habitats and outdoor sites in variable weather conditions and walk at least three miles of rough terrain. This position also requires sitting, standing, bending, pushing, pulling, talking and using manual dexterity, eye-hand coordination. Applicant must possess the ability to lift and carry 40-50 pounds and load/unload program equipment.

POSITION DETAILS:

Appointment: School of Natural Sciences/Camp SEA Lab
Reports to: Aquatic Program Supervisor and Camp SEA Lab Program Coordinator
Classification: Support Services I
FLSA: Non-exempt: This is a non-exempt position and as such is eligible for the overtime provisions of the Fair Labor Standards Act.
Salary Range: \$15.00 per hour

APPLICATION PROCEDURES:

Email us your cover letter and resume (PDF only) that describes your qualifications in meeting the position’s experience and certification requirements to: campsealab@csumb.edu

All attached PDF cover letters and resumes should be labeled as such:

LastName_CoverLetter.pdf

LastName_Resume.pdf

Please title the subject line with your last name and the position title you are applying for.

All applications must be received via email by **5:00 P.M. on Monday, February 26, 2018** for priority consideration. Applications received after the screening date will be reviewed at the discretion of Camp SEA Lab.

--- NO PHONE CALLS PLEASE ---

All employees must be eligible for employment in the U.S. This position is required to maintain confidentiality as outlined in the Department of Education’s Family Educational Rights and Privacy Act (FERPA) and California’s Educational Code Chapter 13 regarding sensitive student issues.

The University Corporation at CSUMB is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Please note: University Corporation employment is separate and distinct from CSU Monterey Bay or State of California employment. University Corporation employees are not employees of either CSUMB or of the state of California. University Corporation positions are at-will employment.