



## The Nature Center at Shaker Lakes

2600 South Park Boulevard  
Cleveland, OH 44120

**NATURE CENTER**  
AT SHAKER LAKES

**Spring/Summer 2019**

**Outdoor Adventure Camp (OAC) Youth Assistant**

**Reports to: Camps and School Program Coordinator /Volunteer Coordinator**

The Nature Center at Shaker Lakes, a 501(c)(3) non-profit founded in 1966 and located in the historic Shaker Parklands of Cleveland's eastern suburbs, seeks **Outdoor Adventure Camp (OAC) Youth Assistants** to assist with the supervision and education of OAC participants 3-12 years old. The Nature Center's mission is to conserve a natural area, connect people with nature and inspire environmental stewardship.

A successful candidate will be able to participate in hikes, nature related activities, games and crafts while making camp an enjoyable and positive experience for campers. The assistants are expected to perform at a high level of excellence. OAC Youth Assistants should possess strong problem solving skills and the ability to put the camper first. The candidate will be enthusiastic, motivated and reliable. Candidate should expect to work in all weather conditions. Training sessions and guidance in camp games, activities and camper supervision will be provided.

**Minimum Age to Volunteer:** 13 years of age

**Minimum Time Commitment:** Volunteers are asked for a minimum of one day for Spring Break Camp. Volunteers are asked for two weeks during the Summer Camp season. Shifts are 8:00 am- 3:30 pm, daily.

Volunteers for Summer Camp must commit to Monday– Friday of a given week from 8:00 am- 3:30 pm or 8:00 am- 12:30 pm. Many volunteers commit to more than two weeks.

**2018 Spring Break Camp: April 1 – 5, 2019: 8:00 am – 3:30 pm**

**2018 Spring Break Camp Extended Care: April 1– 5, 2019: 3:00 – 5:00 pm**

**2018 Summer OAC dates: June 17 – August 15, 2019: 8:00 am – 3:30 pm or 8:00 am – 12:30 pm**

**Interview and Orientation dates for Summer OAC Youth Assistants** (A minimum of 5 participants is required to conduct interviews and orientation sessions.)

***Interviews for New Volunteers-***

Thursday, May 2 from 4 – 6 pm

Tuesday, May 21 from 4 – 6 pm

***New Volunteer Orientations-***

Saturday, May 25 from 10 am – 12:30 pm

Tuesday, May 28 from 4 pm – 6:30 pm

Tuesday, June 4 from 4 pm – 6:30 pm

***Returning Volunteer Orientations-***

Saturday, May 25 from 10 am – 12:00 pm

Tuesday, May 28 from 4 pm – 6:00 pm

Tuesday, June 4 from 4 pm – 6:30 pm

***All Volunteer/OAC Staff Teambuilding-***

*(Mandatory for all volunteers; lunch & archery included)* Thursday, June 13 from 9 am – 2 pm

**To Apply:**

1. Fill out an application. The application found on the Nature Center at Shaker Lake's website. <https://shakerlakes.org/volunteer-application/>
2. Ask two nonfamilial (personal or professional) references to fill out an online reference form. <http://shakerlakes.org/volunteer/youth.php>
3. Schedule a group interview with the Volunteer Coordinator. Candidates will be scored based on their participation in the interview using the attached rubric. Submission of application and attending a group interview does not guarantee placement.
4. Selected candidates from the group interview will be invited to participate in a group orientation and notified via email by the Volunteer Coordinator.
5. All paper work must be completed prior to the start date of the OAC Youth Assistant.

**Direct all inquiries to Volunteer Coordinator ([volunteer@shakerlakes.org](mailto:volunteer@shakerlakes.org), (216)321-5935 x237)**

## **Environmental Education Department**

### **Expectations for Outdoor Adventure Camp (OAC) Youth Assistant Volunteers**

**PARENTS-** We strive for excellence with our Outdoor Adventure Camp program and expect the same from the young adults in this program. Teens in this program have identified growth in leadership, confidence in working with children, scientific knowledge and comfort in the outdoors. If you are wondering if your teen is ready for this program, please review the following expectations, as well as the attached rubric for areas of competency we will be looking for in our candidates during the group interview process

#### **OAC Youth Assistant Volunteers are expected to:**

- Commit to the mission of the Nature Center to preserve the land, connect to nature and inspire stewardship.
- Commit to a minimum of 2 weeks (8:00 am- 3:30 pm or 8:00 am- 12:30pm) during the summer.
- Work independently and as a part of the OAC Youth Assistant Program team.
- Be on time and prepared each day for the program by bringing necessary materials, lunch and water bottle, dressing appropriately and following directed and appropriate procedures.
- Be enthusiastic, friendly, open to new experiences and willing to work with Nature Center staff.
- Treat other OAC Youth Assistant Program participants and Nature Center staff and campers with respect.
- Assist campers and put their needs first throughout the day, whether during a hike, lunch, games, crafts or participating in activities in the classroom or outdoors.
- Assist in maintaining a safe and healthy environment for campers, fellow volunteers and Nature Center staff. Please remember to not engage in any “horseplay” activity with or around the campers.
- Communicate clearly and professionally in person, on the phone and via email during the application process and during the summer.
- Arrive and depart/ be picked up in a timely fashion without adult supervision.
- Utilize problem solving skills and positive leadership to assist instructors in playing games, doing crafts, leading songs and completing projects with the campers.
- Accept feedback as a part of the learning process and strive to improve their performance.
- Make the camp experience enjoyable and fun by interacting with the campers.
- Assist with the set-up and clean-up of camp day.
- Assist the instructor with daily tasks as needed.
- Ability to hike 3-5 miles and carry 10 pounds.
- Cell phones are not to be used from 8:00 am-3:30 pm during the camp day. Emergency staff contact information will be provided, if the volunteer needs to be reached.
- Failure to comply with the rules and procedures of the Nature Center or who fail to satisfactorily perform their volunteer assignment are subject to dismissal.

## Outdoor Adventure Camp (OAC) Interview Rubric

A group interview is conducted to introduce the Outdoor Adventure Camp Expectations to the applicant and for Nature Center at Shaker Lakes' staff to get to know the applicant. During the interview, staff will note interactions and rank them based on the following criteria.

Competency	Poor	Average	Excellent
<b>Application Materials</b> <i>(including written interview materials)</i>	<ul style="list-style-type: none"> <li>• Short non-descriptive answers</li> <li>• Many grammatical errors</li> </ul>	<ul style="list-style-type: none"> <li>• Needs more details about experiences</li> <li>• Few errors (grammar/format)</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed description of experiences and skills</li> <li>• Perfect grammar/formatting</li> </ul>
<b>First Impression</b>	<ul style="list-style-type: none"> <li>• Does not shake hands</li> <li>• Minimal eye contact</li> <li>• Does not smile</li> <li>• Poor hygiene/appearance</li> <li>• Late to Interview</li> </ul>	<ul style="list-style-type: none"> <li>• Weak handshake</li> <li>• Forced smile</li> <li>• Acceptable hygiene/appearance</li> <li>• On time to Interview</li> </ul>	<ul style="list-style-type: none"> <li>• Firm handshake</li> <li>• Genuine smile</li> <li>• Confident body language</li> <li>• Excellent hygiene/appearance</li> <li>• Early to Interview</li> </ul>
<b>General Attitude</b>	<ul style="list-style-type: none"> <li>• Passive/indifferent</li> <li>• Extremely shy/nervous</li> <li>• Forced participation</li> </ul>	<ul style="list-style-type: none"> <li>• Seems interested but could speak up more about experiences</li> <li>• Somewhat shy/nervous</li> <li>• Actively participated when asked</li> </ul>	<ul style="list-style-type: none"> <li>• Interested and enthusiastic</li> <li>• Asked questions</li> <li>• Actively participated</li> </ul>
<b>Content of Answers</b>	<ul style="list-style-type: none"> <li>• "Yes" or "No" answers and fails to elaborate</li> </ul>	<ul style="list-style-type: none"> <li>• Gives well-constructed responses, but sounds rehearsed or unsure</li> </ul>	<ul style="list-style-type: none"> <li>• Gives well-constructed, confident responses that are genuine</li> </ul>
<b>Speaking Ability</b>	<ul style="list-style-type: none"> <li>• Speaks too quietly or loudly</li> <li>• Inappropriate language</li> <li>• Lots of "umms" and fidgeting</li> </ul>	<ul style="list-style-type: none"> <li>• Mumbles occasionally</li> <li>• Minimal "umms" and fidgeting</li> <li>• Conversation starts and stops</li> </ul>	<ul style="list-style-type: none"> <li>• Speaks clearly at all times</li> <li>• No distracting mannerisms</li> <li>• Easy to converse with</li> </ul>
<b>Problem Solving/ Initiative</b>	<ul style="list-style-type: none"> <li>• Chooses not to participate in solving the problem or working with the group</li> <li>• Needs verbal directions repeated and explained more than once</li> </ul>	<ul style="list-style-type: none"> <li>• Offers some suggestions to solve problems</li> <li>• Demonstrates some effort to help the group work together</li> <li>• Reacts once verbal directions are given with little additional instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Involves the whole group in creating plans and solving issues</li> <li>• Takes initiative to get input from all group members</li> <li>• Anticipates directions and follows directions easily</li> </ul>
<b>Awareness/ Alertness to Surroundings</b>	<ul style="list-style-type: none"> <li>• Little to no awareness of surroundings</li> </ul>	<ul style="list-style-type: none"> <li>• Shows awareness of surroundings</li> </ul>	<ul style="list-style-type: none"> <li>• Shows awareness of surroundings and points out dangers that they see</li> </ul>