

Academic Year 2020 - 2021



CAMP FIRE SAMISH

1321 King Street #3 Bellingham, WA 98229

Phone: (360) 733-5710 Fax: (360) 733-5711

Position Title: Fund Development Assistant Internship

Day/Hours: 10 weeks during fall, winter, spring and/or summer quarter
10 hours per week. Weekends hours may be required

Compensation: For college credit (will complete all required paperwork)

Reports to: Primary - Chief Operations Officer

Position Summary: While acquiring valuable skills and executing the essential functions of this position, each intern will work hand in hand with the Before and After School Director and Program Director. The successful candidate will emerge with critical knowledge and hands on experience in teaching Environmental Education to youth and serving a non-profit agency.

Essential Functions:

- Facilitate groups of diverse ages in educational curriculum.
- Create, guide, and teach place-based curriculum.
- Plan and participate in Camp Fire Samish youth programs.
- Facilitate and lead after school enrichment classes.
- Plan and facilitate curriculum for Environmental Education at Camp Kirby.
- Prepare and maintain outdoor learning areas at Camp Kirby.

Qualifications:

- Excellent written and verbal communication skills.
- Availability to work varied hours, including nights and weekends if necessary.
- Familiar with Microsoft Office.
- Demonstrated ability to multitask, prioritize deadlines, work independently, take initiative and maintain confidentiality.
- Satisfactory results from criminal background search.
- Employment may be available upon successful completion of internship.

To apply email resume and cover letter to heather@campfiresamish.org

AN EQUAL OPPORTUNITY EMPLOYER