

**TITLE:** Camp Discovery Junior Counselor

**RESPONSIBLE TO:** Camp Director and Counselors



**OVERVIEW:**

Under the direct supervision of Camp Counselors, the Junior Counselor assists Camp Counselors in the development and implementation of all camp programs for Woldumar Nature Center. This position provides guidance and instruction to 4-12 year-old boys and girls attending weekly day camp sessions at Woldumar Nature Center's "Camp Discovery". The Junior Counselor works to assist in the implementation of environmental education programming.

**HOURS:**

Monday through Friday, approximately 20 hours per week mid-June through August. Days and hours vary according to program needs. Some overnights required.

**RESPONSIBILITIES:**

1. Assist in supervising groups of children 4-12 years of age in a day camp setting.
2. Assist other Junior Counselors with all-camp lunchtime recreational activities each day.
3. Assist in the development and implement activities involving nature study, environmental education, outdoor living skills, arts and crafts, music, and outdoor recreation as they relate to weekly themes.
4. Assist in leading large group/all camp activities and special events.
5. Assist in discipline and behavior management procedures as needed.
6. Assist in preparation and maintenance of instructional and recreational materials and other camp equipment.
7. Attend a training period prior to summer camp.
8. Assist with select evening, family, and overnight programs.
9. Assist with site clean-up following every day and after the summer camp season.
10. Assist in development and maintenance of the grounds and facilities.
11. Maintain a positive working relationship with all co-workers, campers, volunteers, parents, and visitors.
12. Be prepared and on time for scheduled work hours, programs, presentations, and meetings.
13. Assist with the development and implementation of contracted camp programs.
14. Check in with Camp Director or Assistant Director on arrival and departure every day.
15. Uphold the personnel policies and procedures of Woldumar Nature Center and represent the organization in a positive, professional manner. Adhere to WNC code of conduct and dress code during working hours.
16. Assist with other duties related to Woldumar's mission as assigned.

**DESIRED QUALIFICATIONS & SKILLS:**

1. Must be at least 14 years of age and able to obtain a work permit.
2. Ability to develop and implement lesson plans in environmental and outdoor education.
3. Experience working with and/or supervising young people in outdoor and group settings. Successful completion of CIT program preferred.
4. Background in science, natural history, recreation, childcare, education, interpretation, outdoor education or other related fields.
5. Certified or able to obtain first aid and CPR certification.
6. Specialty skills such as music, crafts, recreation, art, specific area of natural history and education.
7. Possess a strong dedication to the natural world, and to the education, personal development and care of young people.
8. Physical ability to work outdoors, lead hikes on rough terrain in all weather conditions, and provide first aid/CPR if necessary.
9. Able to lift a minimum of 30 pounds.
10. Responsible, flexible, innovative, friendly, and dedicated to environmental education.

**ORIENTATION AND TRAINING:**

1. On-the-job training and orientation will be provided on-site by staff.
2. Opportunities for professional development. First Aid/CPR/AED certification training provided.

**Interested candidates should submit their cover letter, resume, and reference list (min 3) to Daniel Auer at [programs@woldumar.org](mailto:programs@woldumar.org) no later than April 1 of the current summer camp year.**