

TITLE: Camp Discovery Site Director

RESPONSIBLE TO: Camp Director



OVERVIEW:

Under the supervision of the Program Director, the Camp Discovery Site Director works with camp counselors in the development and implementation of Camp Discovery at Woldumar Nature Center. The Camp Discovery Site Director supervises counselors and campers and is responsible for overseeing all camp administration, maintaining camp communication, and assisting counselors in implementing environmental education programs.

HOURS:

\$400 per week. Salary increase for each year of experience. Monday through Friday, approximately 40 hours per week. Days and hours vary according to program and administrative needs. Some overnights required. Position starts June 3rd and ends August 23rd. Mandatory training is June 10th- 14th, 2019.

RESPONSIBILITIES:

1. Develop, implement, and enhance mission-driven environmental education camp program on and off-site.
2. Coordinate, supervise, and lead, where necessary, all education-related services of the center.
3. Assist in hiring, training, scheduling, and evaluating education staff.
4. Lead in managing registrations and camper records.
5. Assist in the management, coordination, and development of supplies and equipment used for camp.
6. Assist in planning special events associated with Camp, such as the beginning of the week introduction and the all-camp festival at the end of the week.
7. Assist with select evening, family, and overnight programs.
8. Assist in leading a training period prior to summer camp.
9. Assist in Teen, Counselor in Training (CIT), and Challenge (TRAC) Course.
10. Supervise and teach groups of children 4-12 years of age in a day camp setting when necessary.
11. Maintain First Aid/CPR certifications, and provide first aid care to campers and staff as needed.
12. Assist with the development and implementation of contracted camp programs.
13. Assist in the coordination of weekly schedules with the counselors.
14. Assist in discipline procedures when needed.
15. Supervise site clean-up following every day and after the summer camp season.
16. Maintain a positive working relationship with all co-workers, campers, volunteers, parents, and visitors.
17. Work with the center's staff and the Executive Director on all program-related grounds and facilities needs.
18. Uphold the personnel policies and procedures of Woldumar Nature Center and represent the organization in a positive, professional manner at all times. Adhere to WNC code of conduct and dress code during working hours.
19. Assist with other duties related to Woldumar's mission as assigned.

DESIRED QUALIFICATIONS & SKILLS:

1. Must have at least 2 years experience working at a summer camp or equivalent learning environment and able to pass a comprehensive background check.
2. Must have experience working as a manager or supervisor and ability to work independently.
3. Must possess a strong dedication to the natural world, and to the education, personal development, and care of young people.
4. 1-year college coursework or equivalent experience in environmental education, outdoor education, natural resources, parks and recreation, wildlife, biology or other related fields.
5. 1-year experience teaching people of all ages and backgrounds, especially children or 2 years equivalent experience.
6. Certified, or able to obtain certification, in first aid and CPR or higher level certification.
7. Excellent written and verbal communication skills. Computer competency in Google Apps.
8. Physical ability to work outdoors, lead hikes on rough terrain in all weather conditions, and provide first aid/CPR if necessary. Able to lift a minimum of 30 pounds.
9. 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 no later than April 1 of the current summer camp year.