

**TITLE:** Camp Discovery Counselor  
**RESPONSIBLE TO:** Camp Director  
**POSTED:** 1/10/2020



**APPLICATION INSTRUCTIONS:**

Submit cover letter, resume, and 3 professional references to Program Director Daniel Auer [programs@woldumar.org](mailto:programs@woldumar.org) by 4/1/2020.

**OVERVIEW:**

Under the direct supervision of the Camp Director, the Camp Counselor works in conjunction with other counselors in the development and implementation of all camp programs for Woldumar Nature Center. Camp Counselor provides guidance and instruction to 4-15 year-old boys and girls attending weekly day camp sessions at Woldumar Nature Center's "Camp Discovery". The Camp Counselor works to ensure the implementation of environmental education programming.

**HOURS/COMPENSATION:**

\$370 per week. Salary increase for each year of experience. Monday through Friday, approximately 40 hours per week. Days and hours vary according to program needs. Some overnights required. Position starts June 8<sup>th</sup> and ends August 21<sup>st</sup>. Mandatory training is June 8<sup>th</sup>- 12<sup>th</sup>, 2020.

**RESPONSIBILITIES:**

1. Supervise groups of children 4-15 years of age in a day camp setting.
2. Supervise Junior Counselor assigned to the group.
3. Assist in the supervision of teen-aged youth programs including Counselor in Training.
4. Develop and implement activities involving nature study, environmental education, outdoor living skills, arts and crafts, music, and outdoor recreation as they relate to weekly themes.
5. Leading large group/all camp activities and special events.
6. Implement discipline and behavior management procedures as needed.
7. Prepare and maintain instructional and recreational materials and other camp equipment.
8. Attend a training period prior to summer camp.
9. Assist with select evening, family, and overnight programs.
10. Ensure site clean-up following every day and after the summer camp season.
11. Assist in the development and maintenance of the grounds and facilities.
12. Maintain a positive working relationship with all co-workers, campers, volunteers, parents, and visitors.
13. Be prepared and on time for scheduled work hours, programs, presentations, and meetings.
14. Maintain First Aid/CPR certifications, and provide first aid care to campers and staff as needed.
15. Assist with the development and implementation of contracted camp programs.
16. Check in with Camp Director or AD on arrival and departure every day.
17. 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.
18. Assist with other duties related to Woldumar's mission as assigned.

**DESIRED QUALIFICATIONS & SKILLS:**

1. Must be at least 18 years of age and able to pass a comprehensive background check.
2. Ability to develop and implement lesson plans in environmental and outdoor education.
3. Experience working and/or supervising young people in outdoor and group settings.
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 in a diverse and inclusive community.
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. Strong verbal communication skills.
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.

This can be used as a for credit internship.



### **WHO WE ARE:**

The Woldumar Nature Association is a 501(c)3 nonprofit organization with a mission “to educate people about the natural environment.” Since 1963, Woldumar has been a resource for area schools, families, and the entire Greater Lansing Community, offering seasonal day camps, field study, and educational community events. We serve over 6000 students each year.

Woldumar protects and restores over 180 acres of ecologically significant green space in southwest Lansing. A working farm before it was generously donated by Gladys Olds Anderson, the property now boasts prairie, pine forest, wetlands, and hardwood forest, bounded by over 1.5 miles of Grand River shoreline. Five miles of hiking trails are open daily to the public.

A community of association members, volunteers, and individual and corporate program sponsors help keep this tremendous local resource available. The nature center is a popular venue for weddings, meetings and conferences, birthday parties, and other social events which help raise funds to support our nonprofit mission.

Woldumar is governed by a board of directors elected by the membership, and operated by a small year-round staff currently consisting of an Executive Director, Program Director, Hospitality Manager and Groundskeeper. During an exciting time of growth for the organization, we strive to continue engaging more people in our existing programs while diversifying our offerings to reach new communities.

**DIVERSITY & INCLUSION STATEMENT:** Woldumar values a diverse and inclusive community and therefore does not and shall not discriminate on the basis of race, skin color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, attractional/sexual orientation, or military status, in any of its activities or operations. We are committed to the recruitment, retention, and development of a diverse workforce that represents the Greater Lansing Community.

**STAFF VALUES STATEMENT:** We are a staff who cares about Woldumar, its members, visitors and customers; the children under our supervision; our fellow staff members; and the quality of work we do. We strive to communicate effectively with each other and our constituents, and hold an organizational culture of honesty and integrity in the highest regard. We are willing to challenge the status quo and try new things as we share the responsibility of fulfilling Woldumar’s mission.

### **GUIDING PRINCIPLES:**

- 1) As staff, board members, volunteers, or members of the association, it is our duty to fulfill the mission, assure good stewardship of the resources we’ve been entrusted with, and raise funds to sustain and grow those efforts.
- 2) Woldumar is more than a park, it is a cause and a community.
- 3) Environmental education and natural areas should attract a diverse constituency.
- 4) Outdoor recreation provides a valuable gateway to conservation ethics and environmental education.
- 5) Spending time in nature is important to one’s physical and psychological well-being.
- 6) Scientific knowledge should uplift, encourage and inspire people.