



## Job Description

## SACANDAGA

### Administration

Job Title: Nature / Camp Lore Coordinator

Classification: Exempt (Seasonal)

Reports to: Assistant Director

**General Description:** This person is responsible for the supervision and safe operation of the entire Outdoor Education program. This person is a part of the camp Leadership Team. He/she will also be required to participate in other camp related duties.

### Qualifications:

1. Must be at least 21 years of age and completed two years of college.
2. Educational background in environmental education is recommended.
3. Current, valid ARC Community First Aid & CPR or equivalent is required. This course will be supplied during staff training.
4. Previous experience supervising youth 8 to 16 years of age.
5. Competency and experience teaching outdoor education.
6. Desire and ability to live & work with children outdoors for extended periods of time.
7. Ability to relate to and supervise one's peer group.
8. Ability to accept supervision and guidance.
9. Good character, integrity, and adaptability.
10. Enthusiasm, sense of humor, patience, and self-control.

### Responsibilities:

#### 1. Environmental Education Program.

- a. Develop and deliver a nature or environmental program that is appropriate for the age and ability of the campers and utilizes the camp's natural environment
  - i. Write lesson plans that meet camp outcomes and the abilities of the campers and encompass environmental studies with topics such as geology and soils, plant adaptations, wildlife habitat, basic astronomy, water studies, animal science, and natural history.
  - ii. Implement a variety of age and ability appropriate activities in the above stated environmental areas.
  - iii. Evaluate the success of the nature or environmental program.
- b. Ensure that camp staff and campers know and follow safety and educational procedures
  - i. Assist in the implementation of staff training for nature or environmental studies.
  - ii. Train other staff in their responsibilities in their nature or environmental studies.
  - iii. Ensure campers and staff follow safety procedures.
- c. Assist in the management and care of the physical facilities and equipment in the nature or environmental program area
  - i. Maintain the nature or environmental equipment including (Please list any specific equipment or supplies that may be the responsibility of this position. Include specialty items such as microscopes).
  - ii. Be responsible for observing hazards or enhancements in the natural environment and alerting other appropriate staff.

- iii. Ensure that the nature or environmental equipment and supplies are inventoried and steps are taken to replace them in a timely manner.
        - iv. Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
      - d. Recreation Periods
        - i. Offer nature and outdoor education based choices during free times.
        - ii. When requested, lead hikes that are not part of the regularly scheduled programs.
- 2. General Coordinator Responsibilities**
- a. Each session the coordinator will be assigned one full day to be "ON DUTY" . Responsibilities for "On Duty" are as follows...
    - i. Coordinate with the kitchen to make sure meals start on time. Run KP & the meals.
    - ii. Make sure to make announcements at appropriate times during the day
    - iii. Make sure evening activities are set up, run and cleaned up
    - iv. Oversee camper snack time and vespers
    - v. Patrol the camp, stopping regularly at all cabins and program areas
    - vi. Close the camp gate
    - vii. Keep the patrol log up to date and turn in a the end of the evening
    - viii. The day after you on "On Duty" you need not report until Class Period One.
  - b. Free Time
    - i. Unless otherwise instructed, be present and provide leadership over Recreational Periods
    - ii. Offer activities during Choice Recreation that reflect educational objective of your area
    - iii. Offer support during Water Recreation, running the buddy board, boating or other activities
    - iv. Present an enthusiastic attitude at all times, participating with campers and other staff members
  - c. Evening Activity Responsibilities
    - i. Prepare a skit with your area for the opening campfire. Presence at this Campfire is a job requirement. You will be required to assign staff in the building, lighting, running and clean up of this campfire each week.
    - ii. Oversee the evening activity that takes place on your designated evening "On Duty". Make sure all preparations are made & clean up is thorough. Fill out all reports as needed.
    - iii. Prepare and assist in the all camp campfires. You will be required to assign staff to the building, lighting, running and clean up of this campfire each week.
    - iv. As needed you will be required to attend and assist with other evening activities.
  - d. Leadership Team Responsibilities
    - i. As a general member of the summer camp leadership team, it is expected that you will be a positive role model to other staff at all times and in all situations.
    - ii. Responsible to abide by and support decisions made by the PD in action, speech and attitude.
    - iii. Responsible to abide by and support all camp policies in action, speech and attitude. Failing to do so are grounds for dismissal.
    - iv. Expected that you will put the best interests of the campers and counselors first at all times.
    - v. Responsible for the prudent care of assigned radio, follow proper radio etiquette at all times.
  - e. Group Responsibilities Each Coordinator will be assigned to lead a group of campers
    - i. Responsible for the welfare of each camper in the group during these times
    - ii. Fairly assign responsibilities to campers
    - iii. Participate with the group during both camp clean-up responsibilities and in games
- 3. Other Camp Responsibilities**
- a. Assist with Registration as assigned. Be courteous and helpful with parents and campers at all times.
  - b. Assist with camper departure as assigned. Be courteous and helpful with parents and campers at all times.
  - c. Assist in the closedown of camp at the end of each session. Run meetings & in-service training's as assigned.
  - d. Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.
  - e. Responsible for the safety and welfare of campers: resolve camper issues and conflicts appropriately and in a timely manner, ensure campers are adequately supervised at all times.
  - f. Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
  - g. Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.

- h. Be flexible and willing to change routine. Some work assignments may be reassigned and other duties may be assigned as necessary.
- i. Be willing to cooperate with 4Campfire Council members and volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
- j. Turn in all assigned paperwork, thoroughly complete and on time.
- k. Manage personal time off in accordance with camp policy.
- l. Use thoughtful and mature judgment.
- m. Consistently and completely perform responsibilities of the position in an independent manner.
- n. Inform the Director or Assistant Director of problems or unusual activities that pertain to camp.
- o. When requested by the Director or Assistant Director perform tasks required for the successful operation of the camp.

**Supervision:** This person is under the direct supervision of the Assistant Director.

**Essential Functions:**

- a. Must be able to assist campers in an emergency, (fire, evacuation, illness or injury), and possess strength and endurance required to maintain constant supervision of campers.
- b. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program.
- c. Must be able to verbally communicate to groups of campers in an outdoor setting.
- d. Must have the abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, & apply appropriate behavior-management techniques. Must have visual and auditory ability to identify and respond to environmental and other hazards.
- e. Must have the ability to supervise staff and address staff and or camper situations as they arise.
- f. Physical requirements of a nature or environmental position – physical endurance for standing, walking or hiking, some bending, stooping, and stretching.
- g. Requires eye-hand coordination and manual dexterity to set up equipment and assist campers.
- h. Willingness to live in a camp setting and work irregular hours delivering program in the environment available.