



Position Available:

**Nature Day Camp**

**Before and After Care Coordinator**

**Status: Seasonal**

Application deadline: February 1, 2019

Inspire children to build a lifelong, meaningful relationship with the natural world as you help them learn how to care for animals on the farm, join a team to *capture the flag* or create the perfect campfire treat.

**Job Summary:** Join a team of creative, energetic professionals who work together to connect children with nature through educational, recreational and cultural experiences. CNC is in search of a Nature Day Camp (NDC) Before and After Care Coordinator with a passion for making a difference in the lives of children by providing powerful, dynamic programs in the outdoors. They will teach campers 6 to 14 years old, including children with special needs. They will facilitate outdoor experiences that emphasize child-directed learning with active free play. Campers attend programs from 7:30-9:30 am and 3:30-5:30 pm Monday through Friday. The NDC Before and After Care Coordinator will be required to work from 7-10 am and 1-6 pm, with a break from 10 am-1 pm.

**Objective:** To develop and implement programming of a before and after care program for campers to support and strengthen their relationships with the natural world.

**Primary Responsibilities:**

1. Supervise campers, ensuring their safety and well-being
2. Coordinate before and after care program (write goals and objectives, plan and maintain the environment, check in and care for campers and document experiences)
3. Lead teaching team to plan and teach daily lessons following the goals and objectives of the program
4. Follow and enforce all camp policies, rules and regulations
5. Provide first aid to campers according to camp policy
6. Communicate with families regarding camper experiences, programming highlights and logistics and advocacy (child development, nature-based approach, etc.)
7. Mentor Counselors and CITs assigned to the program

**Leadership Team Responsibilities:**

1. Work with the Leadership Team to design and facilitate mission-based, dynamic training for staff and CITs (Leadership Retreat, Training Week, Mid-Summer Training, CIT Orientation and Training, CIT Camp)
2. Collaborate with the Leadership Team to develop a supportive staff (observations, coordinating peer-to-peer learning experiences and fostering staff relationships)
3. Assist with on-site and off-site emergencies
4. Other duties as assigned by the Camp Director or Assistant Director

**Required Qualifications:**

- At least 21 years of age by the start of the camp program
- Proven experience in interpretation, leadership and program development
- Strong oral and written communication skills
- Good practical problem-solving skills
- Strong interpersonal skills with the ability to relate to people of different ages and abilities
- Current CPR, first aid and life guard certification or a willingness and ability to acquire these certifications
- Physically able to lift 50 lbs
- Valid chauffer's license (or ability to obtain once hired)

**Preferred Qualifications:**

- Preference will be given to those who have earned or are working toward a degree in early childhood education, outdoor recreation, environmental education or other related field
- Knowledge of local natural resources (ecology, identification of birds, plants, etc.)
- Experience in nature-based programs (minimum of 2 years preferred)

**Schedule:** Paid staff training: May 27-June 7 and July 1-3. Camp sessions run June 10 through August 16 with no camp July 4-5.

**Salary & Benefits:** Starting salary is \$560 per week with additional stipends for overnight camps (\$60/night in the field), 20% discount on registered programs and in Nature Center Store. Uniform shirts are provided.

**Status:** Seasonal

**Application Procedure:** Send cover letter and resume to Steve Frisbee, Camp Director at [frisbee@chippewanaturecenter.org](mailto:frisbee@chippewanaturecenter.org) or 400 S Badour Rd, Midland, MI 48640

**Application Deadline:** February 1, 2019

**Overview:** CNC is a nonprofit, environmental education organization. Its mission is *to connect all people to nature through educational, recreational and cultural experiences*. The 1,200-acre property includes woodlands, fields, ponds and rivers. CNC's facilities consist of a Visitor Center with Ecosystem Gallery, classrooms and Nature Center store; an 1870s Homestead Farm complex; Nature Preschool; an arboretum and over 19 miles of nature trails. See [www.chippewanaturecenter.org](http://www.chippewanaturecenter.org) for more information.

**Equal Opportunity Employment:** CNC is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, sex, sexual orientation, gender identity, age, national origin, height, weight, handicap or disability, veteran status or any other status or condition protected by applicable state or federal laws.