



Position Available:

Nature Day Camp Assistant Director

Status: Full time, seasonal

Posted: Nov 27, 2018

Applications due: Jan 4, 2019

Inspire children to build a lifelong, meaningful relationship with the natural world as you create and facilitate dynamic outdoor experiences, encourage and support team members to reach their full potential and coordinate and lead trips into Michigan's wilderness.

Job Summary: Join a team of creative, energetic professionals who work together to connect children with nature through educational, recreational and cultural experiences. Chippewa Nature Center is in search of an Assistant Camp Director with a passion for making a difference in the lives of children by providing a powerful, dynamic outdoor camp program. They will work closely with the Nature Day Camp *Leadership Team* to manage camper and staff health and safety, oversee the logistics and delivery of the programs and encourage and support the development of the counselors, junior counselors and teen volunteers (Counselors-in-Training).

Objective: To develop staff trainings, teaching strategies and programming to ensure the Nature Day Camp team delivers high-quality camp experiences for campers to support and strengthen their relationships with the natural world.

Primary Responsibilities

Training

- Work with the Leadership Team to design and facilitate mission-based, dynamic trainings for staff and Counselors-In-Training (Leadership Retreat, Training Week, Mid-Summer Training, CIT Orientation and Training, CIT Camp, Weekly Staff Meetings)

Coaching and Staff Relations

- Complete staff observations, evaluations and coaching sessions (Provide consistent and continual feedback to Program Coordinators, Counselors and Junior Counselors)
- Support Director in the creation and completion of end-of-season performance reviews
- Develop action plans with Director to combat undesired staff behavior
- Work with leadership team to develop a supportive staff (observations, coordinating peer-to-peer learning experiences and fostering staff relationships)
- Provide staff appreciation experiences to enhance engagement and motivation towards accomplishing CNC's mission

Support Off-site, Aquatic and Overnight Camp Activities

- Prepare equipment needed for off-site camp activities (vans, tents, canoes, etc.) or delegate these responsibilities to Program Coordinators
- Obtain confirmations to all off-site venues
- Facilitate the time and use of CNC staff and resources
- Manage logistics of off-site trips through master binder

Other Responsibilities

1. Communicate with families regarding camper experiences, programming highlights and logistics and advocacy (child development, nature-based approach, etc.)

2. Coordinate with the Camp Director to provide program and planning support to Counselors and Junior Counselors, including the implementation of new program ideas
3. Plan and implement whole camp activities including Lunch Free Play, Flagpoles and other camp-wide activities
4. Support staff with behavior and group management techniques to maximize camper participation in camp programs
5. Assist with on-site and off-site emergencies
6. Substitute for Counselors and Program Coordinators as needed
7. Enforce all camp policies, rules and regulations
8. Assist with camper check-in on Mondays
9. Assist in the oversight of daily drop-off and pick-up of campers
10. Purchase camp supplies as necessary

Required Qualifications:

- Must be 21 by the beginning of the first camp session
- Proven experience in interpretation, leadership and program development
- Experience in nature-based camps (minimum of 2 years preferred)
- Physically able to lift 50 pounds
- Ability to work varied hours, including some evenings
- 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

Education and Training

- Completed at least two years of college
- Lifeguard certification (or ability to become certified)
- Valid Chauffeur's License (can be obtained after hire)

Preferred Qualifications:

- Preference will be given to those who have earned or are working toward a degree in outdoor recreation, biology, ecology, environmental education or other related field
- Knowledge of local natural resources (ecology, identification of birds, plants, etc.)

Schedule: Paid staff training: May 20-June 7 and July 1-3. Camp sessions run June 10 through August 16 with no camp July 4-5.

Status: Full time, seasonal

Start Date: May 20, 2019

Compensation & Benefits: Starting salary is \$600 per week with additional stipends for overnight camps (\$60/night in the field). Staff receives a 20% discount on registered programs and in the Nature Center Store. Uniform shirts are provided. *Housing may be arranged if necessary.*

Application procedure: Send cover letter and resume to Steve Frisbee, Camp Director at sfrisbee@chippewanaturecenter.org or 400 S Badour Road, Midland, MI 48640

Application Deadline: January 4, 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 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.