POSITION DESCRIPTION

Title: Assistant Camp Director
Classification: Full time, Seasonal
Supervisor: Camp Director
Date Posted: February 5, 2020
Schedule: March-August, M-F, some evenings
Pay Range: $12.00-$14.00/hr

The Kalamazoo Nature Center (KNC) is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Because we value the strength diversity brings to the workplace, the Kalamazoo Nature Center is committed to the recruitment, retention, and development of a workforce that reflects the society in which we live. We encourage applications from candidates representing diverse backgrounds.

Summary:
The Kalamazoo Nature Center Camp Program aims to provide safe experiences that allow all children to grow into active and respectful community members through exploration of the natural world. The Assistant Director’s main responsibilities will involve tasks related to assisting the Director in camp operations, track and ensure adherence to camp policies and licensing regulations, and support and supervise of staff. The Assistant Director must be responsible, have attention to detail, compassionate, and have the skills, initiative, and work ethic to work independently. The Assistant Director will be supervised by and report to the Camp Director.

Duties:
● Provide guidance and support with paid and non-paid camp staff.
● Develop and utilize training tracking tools to track training attendance and completion.
● Assist in the training of staff and the organization and planning of camp activities.
● Maintain camp culture.
● Follow procedures outlined in the camp procedures manual and licensing rules.
● Help with planning, organizing and implementing curriculum and camp operations.
● Assist program registrar in operation logistics.
● Provide additional camper behavior support and help staff create behavior plans.
● Recruit, interview, and make hiring recommendations for staff and volunteers.
● Ensure that camp staff is supplied with the proper equipment and materials.
● Lead snack and meal planning and prep.
● Support with bus route organization and proper supervision.
● Support with supervision of adventure activities.
● Be available for overnight stays when needed.
● Other duties as assigned by the Camp Director.
Requirements:

- Must be able to supervise staff and children 40 hours a week with periods of overnight duties.
- Must be at least 21 years or older.
- A minimum of 8 weeks of cumulative full-time working experience with a population similar to that which the camp serves.
- A minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.
- Must be able to negotiate hilly terrain, rustic trails, and walk several miles per day and possess the stamina to carry out camp programs in hot and humid Michigan climate over an extended period of time.
- High and low ropes experience preferred
- Must possess visual and auditory ability to identify and respond to environmental and other hazards related to camp activity.
- Must have a commitment to uphold a strong environmental ethic.
- Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to campers.
- Preference will be given to those who have experience working with children.
- Must have a strong work ethic
- Must commit to the entire training and camp schedule.
- A valid driver’s license and good driving record are preferred and applicant.
- First-aid training and CPR certification required (can be arranged)

To Apply:

Please email the following to Tanequa Hampton, thampton@naturecenter.org

1. Cover Letter
2. Resume
3. Contact information for three (3) professional references

Deadline: February 28, 2020

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation