POSITION DESCRIPTION

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 Day Camp Coordinator organizes group activities including morning and afternoon gatherings, special group activities and adventure programs. The coordinator also serves as a unit head for a group of camp educators and assists with camp operations as needed. Seeking strong leaders that are organized, enthusiastic and willing to lead by example. The Day Camp Coordinator reports to and is supervised by the Camp Director.

What we ask of our Day Camp Coordinator:
- Plan and supervise all-group activities i.e all camp group game, Blends (choice time), Rally Round Up/Down, etc.
- Able to provide quality programming for 3-17 year old campers, if needed.
- Assist with providing campers and staff with needed supplies and activities.
- Supervise the creation of activities for Friday Family Fest
- Work with Camp Directors in the completion of office duties.
- Assist Camp Directors with staff coaching and development, if needed.
- Other duties as assigned by supervisor.

What we ask of all Camp Staff:
- Provide an example of a model counselor on a consistent basis.
- Help all to be included and feel accepted by encouraging participation of all.
- Respect the diversity of culture and beliefs of our campers and fellow staff
- Communicate consistently with supervisors about group life and camper situations
- Observe camper behavior, evaluate its appropriateness, and enforce and implement appropriate behavior management techniques;
- Ensure and maintain the health and safety of camp participants and staff.
- Work well under pressure and stay calm. Be confident and make positive decisions.
- Responsible for the care of camps program equipment and facilities;
- Attend pre-camp training and in-service trainings during camp.
- Be versed in and demonstrate KNC’s policy and customer standards at all times.
- Maintain a flexible work schedule, which may include overnights and bus route supervision.

**Requirements:**
- Must be at least 19 years of age or older.
- Must be able to supervise children 40 hours a week with periods of overnight duties.
- 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.
- 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 and be able to commit to the 10 week camp schedule.
- A valid driver’s license and good driving record are preferred and applicants must be able to commit to the entire camp schedule.
- First-aid training and CPR certification required (can be arranged)

**Paid staff training:** June 8 through 12 including two overnight campouts and Open House on June 13.

**Camp sessions:** June 15 through August 14; some evenings/overnights may be required. There will be no camp June 29 through July 3 in observance of Independence Day. Staff receive a 20% discount in the Expedition Shop. Summer T-shirts are provided.

*Apply online at naturecenter.org/Camp/CampEmployment*

*Questions? Contact Tanequa Hampton, Camp Director at thampton@naturecenter.org*

*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*