



Position: Summer Camp Lead Staff
Status: Temporary - Seasonal
Reports to: Education & Outreach Director
Job Posted: January 2026

POSITION PURPOSE

Under the supervision of the Education and Outreach Director (EOD), the two **Summer Camp Lead Staff (SCLS)** are responsible for the daily functions of nature-based summer day camps including: Daily setup and break down of activity spaces and gear; camper check-in and check out; planning daily camp schedules; running camp activities; oversight of camper safety; parent communication; and communication with CFW education staff, interns and volunteers to ensure camps are run smoothly. CFW Summer day camps are for children ages 5-12 and run for eight weeks (June 29 - August 20, 2026). Camps run Monday-Thursday each week.

I. ESSENTIAL POSITION RESPONSIBILITIES

Percentage of Job

A. Nature-Based Day Camps

70%

- a. Attends Summer Camp Staff Trainings before day camps begin
- b. Reviews, prepares and leads camp adventures, lessons, activities & crafts
- c. Supervises up to 15 campers each day with an assistant (e.g. summer intern or nature-based play volunteer).
- d. Sets the tone for a camp experience that promotes: awe, wonder, curiosity, exploration, timelessness and caretaking.
- e. Engages campers of all ages and abilities and provides accommodations when possible; practices positive reinforcement and re-direction as needed.
- f. Leads kids in outdoor activities over uneven terrain and in inclement weather
- g. Provides support and guidance to summer interns and camp volunteers
- h. Ensures the cleanliness of educational materials, displays, indoor & outdoor areas (e.g. Nature Center, Classroom, etc) according to CFW standards
- i. Works with other staff to coordinate flow of activities to ensure a smooth operation
- j. Trains and demonstrates safety with select Nature Center ambassador animals

B. Camper Safety & Parent Communication

15%

- a. Reviews and understands all medical forms for campers
- b. Performs daily safety scans of facilities, gear and clothing, and activities
- c. Verbal check-ins with parents, as needed, at the beginning & end of each day
- d. Maintains medical records and completes incident reports when necessary
- e. With guidance of the EOD, makes initial parent contact in the event of an emergency or behavior challenges at camp
- f. Assists in the promotion of relevant CFW programs and events
- g. Works with the education team to send out weekly camper family emails - including documentation of weekly highlights and photos.

C. Professional Conduct & Organizational Responsibilities

15%

- a. Works with full-time education staff to maximize productivity through use of appropriate tools; utilizes resources that create timely and efficient workflow
 - b. Ensures completeness, accuracy, and timeliness of all operation functions
 - c. Operates as part of the entire CFW team
 - d. Establishes rapport with diverse range of staff, interns, volunteers, and constituents
 - e. Maintains dignity and self-control in difficult situations
 - f. All other duties as deemed required
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I. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

1. Previous summer camp staff experience desired (nature-based preferred)
2. CPR & First aid certified (Wilderness First Aid preferred)
3. Physically fit to work on feet for 8-10 hours, lift up to 30 pounds
4. Excellent interpersonal and communication skills
5. Enthusiasm for inspiring children about nature & conservation
6. Experience managing, motivating and sharing feedback with volunteers
7. Digital Literacy: Google Suite and email
8. Able to maintain confidential information

II. KNOWLEDGE, SKILLS & ABILITIES

1. General knowledge of nature-connection games, activities and practices.
2. General knowledge of New England nature (wildlife species, habitats, trees, etc)
3. Ability to engage youth with stories, information and creativity
4. Ability to work independently, anticipate roadblocks and present solutions to team
5. Highly organized and proficient in time management.
6. Ability to have cooperative relationships within a diverse, multicultural environment.
7. Ability and desire to keep customer service front-of-mind
8. Ability and desire to manage groups of children in an educational and playful environment for 6-8 hours a day.

III. SCHEDULE & COMPENSATION

- Seasonal Work Period: June 8th - August 22nd, 2026 (11 weeks)
 - Schedule: One weekend day per week is required (either Mon-Sat or Tues-Sun)
 - Hourly pay, \$18 per hour
 - 40 hours per week
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To Apply:

Send a cover letter, updated resume and three professional references to:
Dan Gardoqui, Education & Outreach Director, staffing@thecenterforwildlife.org.