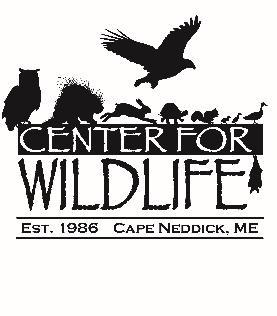
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**Position Description: Nature Based Summer Camp Staff**

### Status: Temporary- Seasonal

**Reports to:** Education and Outreach Director (EOD)

**Date created:** Feb 2025

### POSITION PURPOSE

Under the supervision of the Education and Outreach Director (EOD), the **Nature Based Summer Camp Staff** Summer Day Camp Instructors are responsible for the daily functions of day camps including: Daily setup and break down of activity spaces and any equipment used, AM camper Check in time and PM check out, leading nature based play sessions and classes, daily oversight of camper safety and communication to parents when needed, communication of breaks with CFW staff to ensure coverage and engagement with our ambassadorial animals and FT Center for Wildlife Staff. located at our main campus in York, ME. Under the direction of the Education & Outreach Director and FT staff, and together with volunteers, the Summer Day Camp Instructors will host campers between ages 5 to 14 years on any given week and run Monday through Friday. This position runs from August 4th – August 29th.

1. **ESSENTIAL POSITION RESPONSIBILITIES Priority Weight Assigned**

Under the supervision and direction of the EOD :

**A. Nature Based Summer Camp Programming: 80%**

* 1. Leading nature-based, onsite field trips and camps
  2. Prepare and lead age-appropriate nature-based lessons, activities and crafts
  3. Lead hikes and exploration over uneven terrain in inclement weather
  4. Assist in management and upkeep of the nature center including all displays and ambassador exhibits
  5. Assist in management of the front desk including welcoming visitors, answering phone calls, and accepting admission fees
  6. Assist in managing cleanliness of all educational areas indoors and outdoors according to CFW standards (i.e. to be tour ready at all times and remain within permitting guidelines)
  7. Assist in the managing and upkeep of educational totes, displays, etc. organized, inventoried, and stocked with proper paperwork
  8. Assist in the managing and upkeep of front desk education paperwork neat, stocked and up to date
  9. Assist Marketing and Outreach Coordinator and Development Team with Adoption and Membership packaging and mailings as necessary
  10. Provide support and guidance to Nature-Based Play Volunteers as needed
  11. Engage day campers of all ages and abilities; provide accommodations, positive reinforcement and re-direction as needed
  12. Design,

###### B. Safety and Compliance 10%

1. Attends meetings as necessary
2. Completes safety and training workshops and requirements
3. Performs daily safety scans of facilities, gear and clothing, and activities
4. To set the tone of camp. Be a role model to other campers and staff
5. Supervise up to 15 campers per day with the support of CFW staff, camp volunteers an EE interns
6. Set up, break down and cleanup of facilities each week
7. Daily verbal check ins with parents as needed at the beginning of the day and end of the day if there is anything to communicate
8. Maintains medical records and complete incident reports when necessary
9. With Guidance of the ED, make initial parent contact in the event of an emergency or behavior challenges at camp
10. Assists in the promotion of CFW programs and events
11. Works with other departments to coordinate workflow and activities to ensure a seamless operation
12. Identifies and determines cause of roadblocks; develops and presents recommendations for improvement of identified roadblocks
13. Maximizes productivity through use of appropriate tools; utilizes resources that create timely and efficient workflow
14. Ensures completeness, accuracy, and timeliness of all operation functions
15. Operates as part of the CFW team
16. Establishes rapport with diverse range of staff, interns, volunteers, and constituents
17. Maintains dignity and self-control in difficult situations
18. All other duties as required

**C. Ambassador and Volunteer Care and Management 10%**

1. Operates as part of the CFW team
2. Establishes rapport with diverse range of staff, interns, volunteers, and constituents
3. Assists with ambassador care in regards to the Nature Center Ambassadors
4. Helps and assists with volunteer oversight in relation to day camp activities and needs.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Previous camp experience desired
2. CPR and First aid certified
3. Ability to follow directions
4. Physically fit to work on feet for 8-10 hours, lift up to 30 pounds.
5. Excellent interpersonal and communication skills
6. Enthusiasm for teaching children about the environment in general.
7. Experience motivating and training volunteers and interns
8. Strong organizational skills for coordinating the multiple functions and planning
9. Computer literate
10. Able to maintain confidential information

1. KNOWLEDGE, SKILLS, AND ABILITIES
2. Specific knowledge of New England Wildlife- range, diets, habitats, current challenges, research, and management practices.
3. Ability to incorporate stories, statistics, current wildlife challenges, etc. in spoken and written word.
4. Ability to effectively and professionally present engaging information and respond to questions from staff, the general public, and program participants.
5. Ability to define problems, collect data, establish facts, and draw valid conclusions.
6. Ability to work independently, anticipate roadblocks and present solutions to supervisor and team
7. Highly organized and proficient in time management.
8. Requires ability to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment.
9. Proficient in Microsoft Excel, Word, and knowledge of or ability to learn Altru, Little Green Light, and Constant Contact Software.
10. Ability and desire to keep customer service front-of-mind
11. Ability and desire to manage groups of 12 children in a learning environment for 6-8 hours per day
12. **WORKING CONDITIONS**

Work is subject to inflexible deadlines.   
The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented. The is a one-month position.

Work Schedule: 40 hours per week (Sun-Thur)

Position Dates: August 4th – August 29th, 2025

Pay Range: $17/hour

1. **EDUCATION AND/OR EXPERIENCE**

Prior Summer Camp/Day Camp experience preferred.

Redirecting or managing behaviors in a camp/activity setting.

Project Wild experience

Leading children in outdoor activities in the woods and on trails.

Experience working with different ages and abilities.

Applicants working towards Degrees in: Environmental Education, Education, Camp Management are encouraged to apply!

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# Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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