



## **Assistant Adventure Camp Instructor (Ages 8-10)**

### **About the New Canaan Nature Center and Adventure Camp**

The New Canaan Nature Center (NCNC) is a 501(c)3 not-for-profit environmental education center and sanctuary dedicated to helping people of all ages better understand, appreciate and care for the world of nature. Located a short distance north of New York City, NCNC encompasses a 40-acre preserve in the heart of New Canaan, CT that features diverse habitats including wet and dry meadows and woodlands, two ponds, dense thickets, an old orchard and a cattail marsh. Two miles of trails meander across the site. Through a diverse range of programs for schools, youth, adults, and families, the NCNC strives to create a deeper understanding and concern for the natural world through programs and exhibits that stress enjoyable and active, hands-on learning. It is our belief that personal awareness and involvement will enable citizens to make intelligent decisions relating to the future of our environment.

Our Adventure Camp programs provide campers, Ages 8-14, with an amazing opportunity to gain a greater appreciation for the natural world through guided exploration, high adventure outdoor activities, and overnight camping experiences. Each day campers are challenged as they journey through a world of self-discovery and personal growth. Through shared experiences and knowledge gained, Adventurers will create memories and strong, lasting bonds with other campers that they will carry with them for the rest of their lives.

Much like the traditional craft and trade guilds of yore, Adventure Camp is structured with a design that allows each camper to develop her/his outdoor nature craft and hone his/her camping and adventure skill set from year to year. Adventurers begin with daytime excursions into the wilds of the Nature Center and how-to practice sessions regarding camping and outdoor equipment. As they work their way up, campers learn valuable wilderness and adventure skills and get to put their knowledge to practice with offsite field trips and a weekly campout. Over time, the Apprentice Adventurer becomes the Master as the fundamentals needed for safe adventures in the outdoors are put to the test during multiple-day expeditions in the wild.

Visit [www.NewCanaanNature.org](http://www.NewCanaanNature.org) for more information.

### **Position**

Assistant Adventure Camp Instructor - full-time, seasonal position. Based on this classification, you are a temporary, part-time and non-exempt employee.

The Assistant Adventure Camp Instructor works with the Lead Adventure Camp Instructor to help facilitate and manage camp activities for our Apprentice Adventurers, day campers Ages 8-10 who participate in high adventure excursions on the Nature Center grounds, practice camping and other outdoor skills, and prepare for the Journeyman level of Adventure Camp. The Assistant Adventure Camp Instructor aids the Lead Adventure Camp Instructor in the implementation and development of education curricula and camp activities that support our Adventure Camp program themes and meet the NCNC's mission and sustainability policy. Assistant Adventure Camp Instructor will work alongside and in coordination with Teacher-Naturalists-in-Training (TNT) high-school volunteers as assigned by the Camp Director or Assistant Director. Previous camping and outdoor adventure experience is a must.



## Working Hours

Monday through Friday, although some weekend work may be required. Typical operation hours of NCNC are from 8:30am to 4:30pm. Summer Camp schedule may require additional time beyond typical operation hours. Summer Camp 2012 season runs from approximately June 18-August 17, 2012, including staff training the week of May 30 – June 2, 2012.

## Qualifications/Requirements

*The Assistant Adventure Camp Instructor must:*

- A. Be pursuing (or have the intent to pursue) coursework in Environmental Education, Biological Sciences, Education, Outdoor Recreation or other related field.
- B. Have prior experience in environmental/outdoor/adventure recreation education, formal and/or informal teaching, camps or similar experience working with children in a responsible and professional setting.
- C. Have experience taking part in and/or assisting with outdoor adventure trips, overnight camping, and team building activities (*experience with paddling, camping, and hiking preferred*)
- D. Have experience working with upper elementary/middle school students
- E. Be able to work well as part of a team and interact well with campers and their parents.
- F. Possess the physical ability to work actively in the outdoors in all weather conditions.
- G. Hold and maintain throughout the duration of camp valid certification in the following: First Aid/CPR and Epi-pen/Medical Administration. If not current, must be willing to obtain valid certification prior to the start of the camp season. *Additional certifications in the following is preferred: Wilderness First Aid (WFA), Lifeguarding (with waterfront module), Small Water Craft (canoe or kayak).*
- H. Possess a valid driver's license and a clean driving record (*Copy of driving record(s) required*)
- I. Possess a valid health/vaccination record (*required*).
- J. Possess enthusiasm for working with children and a sense of humor.
- K. Possess a passion for adventure in the outdoors.
- L. Be 18 years of age or older.

## **I. Program**

*Duties Include:*

- A. Quality Programming
  - i. Maintaining CT state standards for summer camp operation, assisting with camper forms and other paperwork as needed.
  - ii. Ensuring that programs and activities meet camp goals, as well as the nature center mission and sustainability policy.
  - iii. Working with the other Instructors, Assistant Adventure Camp Instructor, Camp Counselors, Resident EE Staff, Camp Director, and other NCNC staff to provide high quality adventure education experiences to all NCNC Summer Camp participants and TNT volunteers
- B. Camp Curricula & Activities
  - i. Assist the Lead Adventure Camp Instructor in enacting interdisciplinary camp programs for campers Ages 8-10 that focus on ecology and natural history, ecology, team building and



adventure education while maximizing use of our outdoor classroom space and including camping components.

- ii. Provide enthusiastic and innovative instruction in coordination with Lead Adventure Camp Instructor - teaching through hands-on and inquiry-based methods that encourage exploration, awareness, appreciation, and stewardship of the natural environment.
- iii. Safely lead groups of up to 18 children in an outdoor setting and on offsite day/overnight field trips while enacting solid group/behavior management protocols (handle camper adjustments in a caring and age-appropriate manner)
- iv. Helping with NCNC camping equipment maintenance, preparation, storage and inventory.
- v. Help to ensure accurate check-in/check-out of campers, greet parents.
- vi. Assist during snack and lunch breaks plus a weekly camp-style dinner, preparing food as necessary.
- vii. Lead the entire camp in games, songs and activities by own volition and as assigned by the Camp Director or Field Director.
- viii. Handle/teach with captive wildlife as your training allows.

## C. Teacher-Naturalist in Training (TNT) Program

- i. Work alongside and in coordination with all Teacher/Naturalist in Training (TNT) volunteers assigned to your camp group.

## D. Coordination & Logistics

- i. Coordinating with the Lead Adventure Camp Instructor for the implementation of logistical plans, curriculum development and transportation schedules.
- ii. Help to increase sustainable and eco-friendly components of camp programs.
- iii. Assisting in the preparation and rationing of food for camp-style dinners.

## II. Camper Health and Safety

*Duties Include:*

- A. Recognizing and appropriately responding to hazards and emergencies.
- B. Maintaining CT state youth camp standards for instructor to camper ratios.
- C. Encouraging the personal and social development of children.
- D. Observing children and reporting all accidents, significant illnesses, and/or signs of physical, emotional, or sexual abuse to the Camp Director.
- E. Supervising participants and ensuring the safety of all staff and campers.

## III. Records

*Maintain accurate records:*

- A. Update health and attendance records on a daily basis.
- B. Protect the confidentiality of the participant's records.
- C. Ensure proper records and storage for any camper medications within Medication protocol of camp.

## IV. Supervision and Support

*Assistant Adventure Camp Instructor reports to the Camp Director and/or Field Director.*

- A. Work with and provide support to the Lead Adventure Camp Instructor.



**V. Attendance**

*The Assistant Adventure Camp Instructor must:*

- A. Attend staff training & orientation prior to the start of camp.
- B. Attend all morning staff check-ins & afternoon staff debriefs when on-site.
- C. Attend all staff meetings (Monday mornings) and any other scheduled meetings when on-site.
- D. Complete the entire length of the summer as agreed upon in his/her contract.
- E. Realize this position is exempt from overtime unless approved in advance by Camp Director.
- F. Be prepared to participate in overnight and multi-day trips if needed to fill in as a substitute for other Adventure Camp Instructors.

**VI. Miscellaneous**

*The Assistant Adventure Camp Instructor must be willing and prepared to assume other appropriate duties as assigned by the Camp Director.*

Assistant Adventure Camp Instructor  
Essential Functions

*It is essential that the staff member be able to:*

- Work the hours needed to fulfill duties (can go beyond typical 40 hour work week as needed and with approval of Camp Director).
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively and positively with campers, parents, camp staff, NCNC staff and Camp Directors.
- Assist in the logistical coordination of mock campouts, camp-style dinner, and other outdoor adventure activities and experiments.
- Work with a diverse clientele and establish positive relations.
- Be energetic, enthusiastic and positive with a good sense of humor
- Provide assistance and support to the Lead Adventure Camp Instructor and other staff as needed.
- Possess strength and endurance required to maintain constant supervision of staff & campers.
- Appropriately respond to environmental, wildlife and other environmental hazards.
- Actively lead and participate in group activities (large and small).
- Be prepared to substitute for any other camp staff on short notice as needed.

**Compensation:** \$375-475/week commensurate with experience

**Closing Date:** April 15, 2012 or until filled.

**To apply, go to [www.newcanaannature.org](http://www.newcanaannature.org) and fill out online application. When completed, submit via e-mail or print out and mail to:**

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