

Summer Camp Assistant Director

About the New Canaan Nature Center and Summer 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 Summer Camp program aims to get children “unplugged” from electronics and other indoor activities by creating and strengthening the connection of children to nature through sustainable, exciting, hands-on interactions in the out-of-doors. It is our goal to “Leave No Child Inside” over the summer as there exists an entire world of adventure just waiting outside the door. Our Summer Camp serves approximately 850 children, ages 2-15, through half-day, full-day, and overnight adventure programs. The goal of camp is to provide quality environmental education experiences, which meet the mission and sustainability policy of the NCNC, within a fun and exciting camp atmosphere.

Visit www.NewCanaanNature.org for more information.

Position

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

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. Employment for this position runs from approximately May 24-September 4, 2010.

Qualifications/Requirements

The Assistant Director must:

- A. Possess a B.S./B.A. in Environmental Education, Biological Sciences, Education, Outdoor Recreation or other related field.
- B. Have at least *three* years prior experience in environmental/outdoor education, teaching, summer camp or other related field (*Camp counselor/director experience a plus*).
- C. Have a natural science background is a plus.
- D. Hold or be willing to obtain certification in the following: First Aid, CPR for the Professional Rescuer, Medical Administration and Epi-pen
- E. Have experience supervising multiple staff members
- F. Possess a valid driver's license and a clean driving record (*Copy of driving record(s) required*)
- G. Possess a valid health/vaccination record (*required*).
- H. Possess enthusiasm for working with children, camp staff and a sense of humor
- I. Be 24 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 Camp Counselors, Instructors, Resident EE Staff, Camp Director, and other NCNC staff to provide high quality education experiences to all NCNC Summer Camp participants and TNT volunteers.

B. Staff Training and Development

- i. Assisting in the planning and facilitation of staff training, as well as staff workshops held at various times throughout the summer.
- ii. Supervising, giving support to staff members while keeping them inspired and motivated.
- iii. Leading both 1-on-1 and group debrief/reflection sessions.
- iv. Running on-going staff training opportunities throughout the season (topics to include: class management, age appropriate activities/social development, EE lessons, etc.)

C. Camp Curricula & Activities

- i. Leading the entire camp in games, songs and activities as assigned by the Camp Director.
- ii. Serve as the lead program advisor and support for camp counselors & instructors, reviewing lesson plans and ensuring the quality of programming.
- iii. This position will serve as the daily lead for our Summer Camp program, including running daily check-in staff meetings, greeting parents, handling camper adjustment issues, managing daily activities and snack, as well as leading our popular camper song circle.
- iv. Create and lead special themed all camp activities for campers throughout the summer; assist with the set-up and scheduling of camp special guests, while working with the EE specialists.

D. Teacher-Naturalist in Training (TNT) Program

- i. Train, coordinate and manage teenage volunteers as a part of NCNC's Teacher/Naturalist in Training (TNT) program.
- ii. Supervise all Teacher/Naturalist in Training (TNT) volunteers and have consistent meetings to facilitate learning experience.

E. Coordination & Logistics

- i. Coordinating with the Camp Director for the implementation of logistical plans, curriculum development and transportation schedules.
- ii. Transporting participants to areas of activity as needed.
- iii. Assist with organization and ordering of camp supplies; help to increase sustainable and eco-friendly components.
- iv. Manage the daily and weekly staffing schedules.

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. Ensuring proper records and storage for any camper medications
- D. Serve as primary Health Supervisor for all campers

IV. Supervision and Support

Assistant Camp Director reports to the Camp Director.

- A. Keep the Camp Director current on information regarding staff motivation, concerns, issues and accomplishments.
- B. Provide field support to camp staff and TNTs which could include substitute teaching.

V. Attendance

The Assistant Director must:

- A. Co-Lead/Attend both staff training sessions for Ages 3-5 staff and Ages 6+ staff.
- B. Co-Lead/Attend morning check-ins and afternoon debriefs for all staff.
- C. Co-Lead/Attend all staff meetings and any other scheduled meetings.
- D. Complete the entire length of the summer as agreed upon in his/her contract.
- E. Realize this position is exempt from overtime and he/she will typically work over the standard 40 hrs per week – i.e to purchase supplies & equipment.

VI. Miscellaneous

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

Assistant Director Essential Functions

It is essential that the staff member be able to:

- Work the hours needed to fulfill duties (can go beyond typical 40 hr work week).
- Lead and assist campers and staff in an emergency (fire, evacuation, illness, injury).
- Communicate effectively and positively with campers, camper parents, camp staff, NCNC staff and Camp Director.
- Work with a diverse clientele and establish positive relations.
- Provide supervision and support to staff.
- 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).
- Assist with everyday camp duties (i.e. Song circle, opening/closing ceremonies, all group games)
- Be prepared to substitute for any other camp staff on short notice as needed.

Compensation: Competitive.

Closing Date: April 15, 2010 or until filled.

To apply, send letter, resume and 3 references (no faxes please) to:

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