

# **Assistant Adventure Camp Instructor (Ages 10-15)**

## **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](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 Instructor works with the Lead Adventure Camp Instructor to help facilitate and manage camp activities for our older aged groups of campers who participate in various off-site field trips and overnight adventures during 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 camp program themes and meet the NCNC’s mission and sustainability policy. Assistant Adventure 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.

## **Working Hours**

Monday through Friday, including overnights and some weekends. 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 2010 season runs from approximately June 21-August 27, 2010, including staff training the week of June 21-25.

## **Qualifications/Requirements**

*The Assistant Adventure 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 education, formal and/or informal teaching, camps or similar experience working with children in a responsible and professional setting.
- C. Have experience leading/assisting/attending adventure trips, overnight camping, and team building activities (*experience facilitating canoeing/kayaking, hiking, rafting preferred*)
- D. Have experience working with upper elementary/middle/high school students
- E. Be able to work well as part of a team and interact well with visitors
- F. Possess the physical ability to work actively throughout the property and in the outdoors in a variety of weather conditions.
- G. Hold or be willing to obtain certification in the following: Wilderness First Responder (WFR) *preferred* or Wilderness First Aid, CPR/AED, Epi-pen/Medical Administration, 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. Be 21 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 Lead Adventure Camp Instructors, 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 interactive and interdisciplinary camp programs for campers Ages 10-15 that focus on ecology and natural history, ecology, team building and adventure education while maximizing use of our outdoor classroom space and including field trip/overnight 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. Support education lessons provided by Resident EE specialists.
  - iv. Provide support and aid to safely lead groups of up to 14 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)
  - v. Helping with NCNC camping equipment maintenance and preparation.
  - vi. Help to ensure accurate check-in/check-out of campers, greet parents.
  - vii. Assist during snack and lunch breaks, preparing food as necessary
  - viii. Lead the entire camp in games, songs and activities as assigned by the Camp Director.
  - ix. 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. Assist in safely transporting participants to areas of activity in camp vans.
- iv. Preparing and rationing the food for overnight trips.

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 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

IV. Supervision and Support

*Assistant Adventure Instructors report to the Camp Director or Assistant Camp Director.*

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

V. Attendance

*The Assistant Adventure Instructor must:*

- A. Attend staff training for Ages 6+ staff (June 21-25, 2010).
- B. Attend all morning staff check-ins & afternoon staff debriefs
- C. Attend all staff meetings (Monday mornings) 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 (*Some material prep and program planning/set-up on weekends may be required*).
- F. Be prepared to participate in overnight and multi-day trips.

VI. Miscellaneous

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

## Assistant Adventure 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 hr work week).
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively and positively with campers, parents, camp staff, NCNC staff and Camp Director.
- Assist in the safe loading and unloading of camp vans.
- Help to maintain accurate records and trip itineraries.
- 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 Instructor and other staff as needed.
- Possess strength and endurance required to maintain constant supervision of 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, snack/lunch)
- Be prepared to substitute for any other camp staff on short notice as needed.

**Compensation:** \$400-\$475/week commiserate with experience, onsite housing may be available (if needed)

**Closing Date:** April 15, 2010 or until filled.

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

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