

Lead 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 for more information.

Position

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

The Lead Adventure Camp Instructor is the primary facilitator and group manager for our older aged groups of campers who participate in various on and off-site field trips and overnight adventures during camp. Working with and mentoring our Assistant Adventure Instructor, this position is responsible for implementing and developing education curricula and camp activities that support our summer camp themes and meet the NCNC’s mission and sustainability policy. The Lead Adventure Instructor will assist in managing Teacher-Naturalists-in-Training (TNT) high-school volunteers during camp sessions. This position requires someone with strong leadership skills, good judgement with regards to safety and logistics and high level of responsibility. This position leads the 2 week overnight Adventure Camp into Maine and must consistently demonstrate the above qualities.

Working Hours

Monday through Friday, including overnights and some weekends. Typical operation hours of NCNC are from 8:30am to 4:30pm. The schedule for this position will 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 Lead Adventure Instructor must:

- A. Possess a B.S./B.A. in Environmental Education, Biological Sciences, Education, Outdoor Recreation or other related field.
- B. Have at least two years 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 at least two seasons of experience leading 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 campers and their parents.
- F. Possess the physical ability to work actively in the outdoors in all 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 25 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. Planning and leading 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 - 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 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)
 - iv. Helping with NCNC camping equipment maintenance, preparation, storage and inventory.
 - v. Oversee accurate check-in/check-out of campers, greet parents.
 - vi. Assist during snack and lunch breaks, preparing food as necessary
 - vii. Lead the entire camp in games, songs and activities as assigned by the Camp Director.
 - viii. Handle/teach with captive wildlife as your training allows.
- C. Teacher-Naturalist in Training (TNT) Program
 - i. Supervise all Teacher/Naturalist in Training (TNT) volunteers assigned to your camp group

D. Coordination & Logistics

- i. Coordinating with the Camp Director and Assistant Director for the implementation of logistical plans, curriculum development and transportation schedules.
- ii. Help to increase sustainable and eco-friendly components of camp programs.
- iii. 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 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

IV. Supervision and Support

Lead Adventure Instructors report to the Camp Director.

- A. Work with and mentor Assistant Adventure Camp Instructor.
- B. Supervise high-school interns assigned to your group through our Teacher-Naturalists-in-Training (TNT) program

V. Attendance

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

Lead 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.
- Supervise the safe loading and unloading of camp vans.
- Maintain accurate records and trip itineraries.
- Coordinate logistics required for trips.
- Work with a diverse clientele and establish positive relations.
- Be energetic, enthusiastic and positive with a good sense of humor
- Provide supervision and support to the Assistant Adventure 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).
- 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: \$500-\$550/week commiserate with experience, onsite housing possibly available (if needed)

Closing Date: April 15, 2010 or until filled.

To apply, go to 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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