

Position Description

Working Title:	Assistant Overnight Camp Director
Classification:	Association Temp Program (Non-Exempt)
Start Date:	3/14/2024
End Date:	8/9/2024, with the opportunity to extend until 8/30/2024
Duration (months):	Approx. 5 months
Hours per week:	15 hours: 3/14/2024-6/1/2024. 40: 6/1/2024-8/9/2024
Days per week / schedule:	Pre summer: Flexible. Summer: Sunday-Friday
Work Location:	Arnot Forest, CCE Office, Other Camp Locations
Supervisor Name & Title:	Rachel Bortin, Camp Director
Compensation:	\$20 per hour until 6/21/2024. \$4,000 total between 6/24/2024-8/9/2024
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Temporary

Position Summary

The mission of Primitive Pursuits is to steward the health of our community by fostering life-long relationships with the natural world through exceptional mentoring and nature education. We have been providing nature connection programming to people of all ages for over twenty years and are excited to bring back our overnight summer camp at Arnot Forest.

The Overnight Assistant Camp Director will work closely with the year-round Camp Director to get Primitive Pursuits-Arnot Forest Camps back to full swing after a 3-year hiatus. Prior to the summer camp season, they will be directly involved in planning staff training, crafting camp schedules, completing administrative tasks, establishing program logistics, organizing, preparing the camp property for camp and inventorying program supplies. During the summer, responsibilities include mentorship of staff, responding to emergencies, facilitating staff meetings and planning, maintaining the camp property, camp resources and supplies, and interacting with parents, campers, staff, and administration. The Assistant Director must live on site for the duration of the camp season. There will be housing onsite provided in one of our rustic cabins, which includes access to a kitchen and bathrooms. All meals while camp is in session are provided at no cost!

This is a great role for someone who has ample overnight camp experience and has the desire and drive to help rebuild a program.

Required Qualifications

- At least 21 years old
- Minimum of 1 year of supervisory experience (does not have to be in a camp setting)
- Experience in mentoring **OR** coaching staff members/co-workers in problem solving, organization and day to day coordination
- 2+ year experience as an overnight naturalist/wilderness instructor **OR** lead overnight camp counselor working with youth ages 9-16 in an undeveloped setting
- Current driver’s license with clean driving record
- Must pass all required screenings for working at a NYS Summer Camp
- Driver’s license and transportation to camp locations on time

Helping you put knowledge to work.

Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer.

- Able to work the entire camp season, June 1-August 2
- Attend all of Staff trainings June 24-June 28 and July 1-3
- Must have RTE First Aid **OR** WFR Certification, and CPR for the Professional Rescuer or higher **OR** be able to attain it before the start of camp
- Capable of multitasking within a changing outdoor environment and flexibly addressing new problems each day
- Experience teaching children and youth ages 9-16 directly in an outdoor setting
- Values diversity and inclusion and demonstrates an active awareness to issues of cultural appropriation and privilege
- Ability to inspire and relate positively with youth
- Strong commitment to teaching and to sharing an appreciation for nature with people of all ages
- Works well with minimal supervision and asks for assistance when needed
- Ability to manage conflict situations appropriately and efficiently
- Ability to work weekends and evenings
- Excellent social, communication, writing and computer skills
- Must be able to live and stay onsite for training and while camp is in session
- Aim to uphold the 4 Values of camp: Belonging, Gratitude, Awareness, Getting Outside, in all interactions with campers, staff, families and parents and within programs, and activities
- Other Duties as assigned

Preferred Qualifications

- Experience providing programming for diverse populations
- Well-developed sense of humor, play and curiosity
- Experience in Coyote mentoring
- Experience with Primitive/Earth-based Skills
- Experience with nature awareness culture, such as Wilderness Awareness School, Art of Mentoring, or Kamana

Responsibilities

- Assist with the development and coordination of camp programs and activities for a safe, engaging and high quality summer program
- Provide organizational and programmatic support for overall camp success
- Assist with hiring and training of all summer camp staff
- Assist in creating staff and camper schedules
- Assist with maintaining fiscal records for the summer overnight camp program, including summer budget and fundraising efforts
- Assist Camp Nurse in assuring that Health Department Guidelines for summer camp are met
- Assist Camp Nurse and Camp Cook when needed or requested
- Assist with follow-through of any correspondence necessary related to camp functions and activities, i.e., summer staff contracts, permits, certifications, etc.
- Assist in the designation of camper placement within camps and cabin groups
- Address crisis management, discipline and troubleshooting issues related to campers and/or staff.
- Assist in determining supply and equipment needs and in ordering/purchasing
- Support and supervise instructors in organizing, implementing, decision-making and troubleshooting

- Maintain a positive team atmosphere that includes campers, families, camp-based and office-based staff, and volunteers
- Responsible for adequate supervision of campers and ensuring an emotional, social, and physically safe environment in which campers and staff can thrive
- Supervise and evaluate program staff, including Lead Overnight Wilderness Instructors, Overnight Wilderness Instructors, and Program Specialists providing support and disciplinary measures when necessary
- Assist in the evaluation of the camp itself, as well as the camping experience for youth participants
- Represent the high caliber of the organization when speaking to parents, staff and participants
- Ability to speak to family members regarding camper behavior, conflicts, or situations
- Work as an Overnight Lead Wilderness Instructor during summer camp if needed
- Prior to summer, work as a substitute Wilderness Instructor for Primitive Pursuits school year programs
- Be on-call while camp is in session
- Other duties as assigned

How to Apply

Please complete our online employment application including cover letter and resume.

Applications will be accepted until February 1, 2024, or until all positions are filled.

Contact

Rachel Bortin, Camp Director, primitivepursuits-opportunities@cornell.edu

Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

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No relocation or VISA Sponsorship available.

The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so you may participate in the selection process you are encouraged to contact CCE Tompkins HR at tompkins-hr@cornell.edu.