

**Position Description**

Working Title:	Assistant Day Camp Director/ Teen Program Coordinator
Classification:	Association Temp Program (Non-Exempt)
Start Date:	2/7/2024
End Date:	9/11/2024
Duration (months):	Approx. 7 months
Hours per week:	10 -15 hours: 2/1/2024- 6/14/2024. 40 hours: 6/17/2024-9/11/2024
Days per week / schedule:	Monday-Friday
Work Location:	4-H Acres; Ithaca, NY
Compensation:	\$16.50-\$18.50 per hour, depending on experience
Supervisor Name & Title:	Rachel Bortin, Camp Director
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. Primitive Pursuits offers a variety of programs year-round, with our biggest program being our summer day camp.

The Assistant Day Camp Director/Teen Program Coordinator is a brand-new position that will assist in the typical assistant camp director responsibilities and oversee the Mentor-In-Training (MIT) program for youth ages 13-15. This person works collaboratively with the Summer Leadership team to support the overall summer camp operations and success of the MIT program. Prior to the summer camp season, the main responsibilities are to review MIT applications, conduct, and schedule interviews and create summer MIT schedules. Prior to the summer camp season, this position also assists the Day Camp Director with staff training preparation and implementation, site and resource organization, and other administrative tasks. Once summer begins responsibilities include mentorship of staff, responding to emergencies, facilitating staff meetings and planning, maintaining camp resources and supplies, assisting instructors with camper supervision, and interacting with parents, campers, staff and administration as needed. This is a great role for someone who can connect positively to teens and would like to develop their mentoring skills and be involved with the leadership side of summer camp.

**Required Qualifications**

- 21 years of age or older
- Must pass all required screenings for working at a NYS Summer Camp
- Driver’s license and transportation to various camp locations on time
- Minimum 1 year experience in an administrative **OR** supervisory experience (does not have to be in a camp setting)
- Minimum 1 year experience in mentoring **OR** coaching teens ages 13-16
- Experience with helping youth or teens set goals and track progress
- Attend and assist in leading staff training June 24-28
- Able to work **most of** the camp season, June 24-August 30

- Must have RTE First Aid **OR** WFR Certification, and CPR for Professional Rescuer or higher **OR** be able to attain it before the start of camp
- Experience teaching children and youth ages 5-16 directly in an outdoor setting
- Values diversity and inclusion and demonstrates an active awareness to issues of cultural appropriation and privilege
- Able to work in a changing outdoor environment and tackle new problems each day
- Possess a high level of comfort and curiosity in the natural world
- Ability to inspire and relate positively with youth, teens and young adults
- Ability to work evenings as needed
- Ability to manage conflict situations appropriately and efficiently
- Works well with minimal supervision and asks for assistance when needed
- Experience in planning daily and weekly wilderness survival/naturalist activities, projects, and games for youth ages 5-16
- Strong commitment to teaching and sharing an appreciation for nature with people of all ages
- Previous experience with primitive technologies and wilderness survival or naturalist/outdoor skills
- 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

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## Preferred Qualifications

- Excellent social, communication, writing and computer skills
- Ability to learn and convey skill sets efficiently
- Developing skills in specialized areas pertaining to wilderness living, primitive or naturalist skills **OR** seeking to learn specialized skills pertaining to wilderness living and primitive or naturalist skills
- Experience in mentoring **OR** coaching staff members/co-workers in problem solving, organization and day to day coordination
- Past experience working with people of diverse educational and cultural backgrounds
- Well-developed sense of humor, play and curiosity
- Experience with nature awareness culture, such as Wilderness Awareness School, Art of Mentoring, or Kamana
- Experience with Coyote mentoring
- Ability to thrive in rigorous outdoor physical education activities
- Passionate about learning new material and practicing skills outside of work

## Responsibilities

- Arrive to work on time and ready for the day ahead
- Regularly check the Primitive Pursuits email regarding Mentor-In-Training (MIT) communication and respond within a 2-day period
- Review MIT applications, schedule, and conduct interviews via Zoom
- Coordinate with MITs and their families on summer 2024 schedules in collaboration with Summer Leadership team
- Create positive rapport with MITs and their families

- Establish regular check-ins with MITs each week of camp regarding goal setting, camp experiences, and skill development
- Communicate and coordinate with Summer Leadership team and Coyote Camp staff regarding MIT skillsets, strengths and growing edges
- Assist with the development and coordination of camp programs and activities for a safe, engaging, high quality summer program within the scope of Primitive Pursuits mission
- Provide organizational and programmatic support
- Assist with hiring and training of all summer camp staff
- Assist with maintaining fiscal records for the summer camp program, including summer budget and fundraising efforts
- Assist Health Director and Day Camp Director in assuring that Health Department Guidelines for summer camp are met
- 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 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 in collaboration with the Logistics Coordinator
- Support and supervise instructors in organizing, implementing, decision-making and troubleshooting
- Maintain a positive team and calm atmosphere that includes campers, families, camp-based and office-based staff, and volunteers
- Schedule, supervise and evaluate program staff, including Lead Wilderness Instructors, Assistant Instructors, Interns, MITs and volunteers, providing support and disciplinary measures when necessary
- Assist in the evaluation of the camp itself, as well as the camping experience for youth participants
- Assist in overnight camp programs and able to stay onsite if needed
- Work as a substitute wilderness instructor for school year programs and work as an wilderness instructor during the summer when needed
- Role-model passion, enthusiasm and comfort around engaging with the elements of nature
- Role-model appropriate footwear, clothing, and outdoor gear for the summer camp experience
- 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 collaboratively with the Year-Round Camp Director when needed or requested
- Ability to step-into the role of Day Camp Director if necessary
- Other duties as assigned

## How to Apply

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

Applications will be accepted until March 1, 2024 or until a suitable candidate is found.

## Contact

Rachel Bortin, Camp Director, [primitivepursuits-opportunities@cornell.edu](mailto: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](mailto:tompkins-hr@cornell.edu).