

### Position Description

Working Title:	Summer Day Camp Director
Classification:	Association Temp Program (Non-Exempt)
Start Date:	3/21/2024
End Date:	9/11/2024
Duration (months):	Approx. 6 months
Hours per week:	20 hours: 3/21/2024- 6/3/2024. 40 hours: 6/4/2024-9/11/2024
Days per week / schedule:	Monday-Friday
Work Location:	4-H Acres; Ithaca, NY
Compensation:	\$19-\$20 per hour, depending on experience
Supervisor Name & Title:	Rachel Bortin, Camp Director
Benefits Eligibility:	Partially Benefits Eligible (No Leave)
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 Summer Day Camp Director works collaboratively with the Year-Round Camp Director and Assistant Summer Day Camp Directors to support the summer camp operations. Prior to summer the Summer Day Camp Director will assist in a variety of tasks including but not limited to staff hiring, staff scheduling, camper registrations, crafting staff training week, ordering supplies, scheduling medical trainings, and submitting all required documentation to the New York State Department of Health. During the summer the Day Camp Director will be responsible for overseeing all the summer day camp staff including instructors, assistant camp directors, logistics coordinator, and others. The Director will be the point person for responding to emergencies, facilitating staff meetings and planning, maintaining camp resources and supplies, overseeing the summer camp budget and interacting with parents, campers, staff, and administration.

This is a great position for someone who has ample experience in summer day camp and has a deep connection to the natural world.

### Required Qualifications

- 21 years of age or older
- Must pass all required screenings for Camp Directors as per NYS Department of Health summer camp requirements
- Driver's license and transportation to various camp locations on time
- 2+ year experience working at a summer day camp for youth ages 5-16 in a leadership capacity (ex: assistant director, aquatics director, program director, etc.)
- Minimum 2-year experience working at a summer day camp in an undeveloped setting for youth ages 5-16
- Minimum of 1 year of supervisory experience in a camp setting

- Excellent social, communication, writing and computer skills
- Experience in mentoring **OR** coaching staff members/co-workers in problem solving, organization and day to day coordination
- 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 with Coyote mentoring
- Able to work the entire camp season, June 24-August 30
- Attend and assist in leading staff training June 24-28
- Experience in planning daily and weekly wilderness survival/naturalist activities, projects, and games for youth ages 5-16
- 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
- Ability to learn and convey skill sets efficiently
- Be able to multitask and prioritize accordingly
- Ability to handle high levels of stress in a calm and collected manner with the big picture in mind
- Possess a high level of comfort and curiosity in the natural world
- 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
- 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
- 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
- Other Duties as assigned

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## Preferred Qualifications

- Experience with the NYS Department of Health Summer Camp Requirements
- 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
- 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
- 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

- Act as the liaison and point person to the Tompkins County Department of Health
- Provide organizational support for the overall camp operations
- Provide programmatic support to instructors
- 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/ Year-Round 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 all summer staff 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 (one night) 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 if 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
- 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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or ethnic origin, gender, sexual orientation, age, or qualified disability. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

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).