



Primitive Pursuits - not your typical summer camp!

Primitive Pursuits, established in 2000 and based in Ithaca, New York, is a non-profit environmental education program of 4-H Youth Development in partnership with Cornell Cooperative Extension of Tompkins County. Our mission is to steward the health of our community by fostering life-long relationships with the natural world for children and adults.

Job Title:	Assistant Day Camp Director	Date:	<i>(Starting no later than) May 1st - September</i>
Direct Supervisor:	Summer Camp Director	Salary Range:	\$500 - 650 per week (full time)

General Purpose:

We are seeking innovative, outdoor-loving individuals to join our bioregion’s premier wilderness skills mentoring team! With a focus on fostering deep connection to natural world, our programming empowers both youth and adults with critical life skills of awareness, curiosity and community building while discovering the beauty and mystery of the natural world. Youth aged 3-15 spend their entire days immersed in the fields, forests and waterways of undeveloped nature – gathering resources, crafting tools, navigating the landscape, mastering fire skills and surviving limitless challenges together.

The *Assistant Day Camp Director* works collaboratively with the Camp Director to support this all-outdoors wilderness youth program mission. Responsibilities include mentorship of staff, responding to emergencies, facilitating staff meetings and planning, maintaining camp resources and supplies, and interacting with parents, campers, staff and administration as needed. Prior to the summer camp season, this position also assists the Summer Camp Director with staff training preparation and implementation, site and resource organization, and other administrative tasks. This position begins in the Spring and ends in mid-September.

Responsibilities:

- Assists in coordinating Primitive Pursuits camp programs for a safe, engaging, high quality summer program
- Assists Camp Director in pre-camp preparations and implementation of staff training
- Keeps safety of campers as the first priority. Emphasizes personal safety and emotional well-being with campers, parents and other camp personnel at all times.
- Maintains a positive team atmosphere that includes campers, families, camp-based and office-based staff, and volunteers
- Models Primitive Pursuits values to campers, parents and staff
- Supports and supervises instructors in organizing, implementing, decision-making and trouble-shooting, including facilitation of meetings and ongoing staff training
- First to call in an emergency in the field: Handles communication with parents and leadership staff; creates post-incident and close call reports
- Mentors lead and assistant instructors and CITs by offering feedback, support and coaching
- Provides curriculum and planning support for staff in Advanced and Specialty Camps for 9-14 year olds
- Provides organizational and programmatic support as necessary
- Keeps daily records and paperwork organized, including confidential medical records
- Communicates specific campers’ health concerns (allergies, special diets) to staff
- Takes on instructor role when necessary; provides half hour breaks to staff
- Ensures good working relationships among staff and between staff and CITs
- Assists in troubleshooting staff and camper-related issues
- Assists in determining supply and equipment needs
- Maintains ongoing communication with the administrative support team including the Camp Director, Registrar and Logistics Coordinator
- Assists in the evaluation of the camp itself, as well as the camping experience for youth participants

Qualifications and Competencies:

- At least 21 years old
- At least 24 weeks of administrative or supervisory experience
- Experience teaching students of all ages in a variety of outdoor settings
- Experience providing programming for diverse populations
- Values diversity and inclusion and demonstrates sensitivity to issues of cultural appropriation and privilege

- Strong commitment to teaching and to sharing an appreciation for nature
- Works well with minimal supervision and asks for assistance when needed
- Required certifications include: Responding to Emergencies First Aid and CPR for the Professional Rescuer or equivalent training, NYS Online Defensive Driver's Course
- Prior camp experience, background in outdoor skills and/or natural history and a playful team spirit
- Experience with nature awareness culture, such as Wilderness Awareness School, Art of Mentoring, or Kamana preferred
- Experience with Primitive/Earth-based Skills preferred
- Well-developed sense of humor, play and curiosity
- Manages conflict situations appropriately
- Excellent social, communication, writing and computer skills
- Ability to work some weekends and evenings
- Current driver's license with clean driving record
- Ability to pass NYS background checks