



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:	Summer Day Camp Director	Date:	<i>(Starting no later than)</i> May 1st to September
Direct Supervisor:	Summer Camp Director	Salary Range:	\$600 - \$700 per week (full time)

General Purpose:

The *Summer Day Camp Director* will oversee most aspects of staffing, programming, and camper relations for our summer camp season. Duties include staff hiring and training, site and resource organization and program management. Responsibilities include directing staff trainings, weekly staff planning meetings, managing camper information and groupings, maintaining fiscal records and working within a budget, maintaining camp resources and supplies, and interacting with parents, campers, staff and administration as needed. The director is accountable for the overall management of the program and is specifically responsible for personnel management, program development and health and safety management in accordance with NYS Health Department and Cornell Cooperative Extension policies. This position is approximately 9 months and exact dates are negotiable.

Responsibilities:

- Develops and coordinates Primitive Pursuits camp programs and activities for a safe, engaging, high quality summer program
- Oversees hiring and training of all summer camp staff
- Oversees camp recruitment and registration
- Assists Health Director in meeting Health Department Guidelines
- Oversees the follow-through of any correspondence necessary related to camp functions and activities, i.e. summer staff contracts, permits, etc.
- Provides organizational and programmatic support as necessary
- Addresses crisis management, discipline and troubleshooting issues related to campers and/or staff
- Supports and supervises instructors in organizing, implementing, decision-making and trouble-shooting
- Maintains fiscal records for summer camp program, including summer budget and fundraising efforts
- Oversees designation of camper placement within groups
- Assists in determining supply and equipment needs and in ordering/purchasing
- Maintains a positive team atmosphere that includes campers, families, camp based and office based staff, and volunteers
- Schedules, supervises and evaluates program staff, including Lead Wilderness Instructors, Assistant Instructors, CITs and volunteers, providing support and disciplinary measures when necessary.
- Maintains ongoing communication with the administrative support team including the Registrar, Program Director 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
- 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, experience managing a staff of up to 60 individuals, flexibility, and a playful team spirit.
- Experience with nature awareness culture, such as Wilderness Awareness School, Art of Mentoring, or Kamana preferred but not required.
- 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