

## Position Description

Working Title:	Assistant Summer Camp Director
Classification:	Association Temp Program (Non-Exempt)
Start Date:	5/1/2022
End Date:	9/15/2022
Duration (months):	Negotiable
Hours per week:	40
Days per week / schedule:	Monday-Friday
Work Location:	4-H Acres, CCE Office, Other Camp Locations
Supervisor Name & Title:	Rachel Bortin, Summer Camp Director
Compensation:	\$14.50-16.50 per hour
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Temporary

## Position Summary

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.

Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

## Responsibilities

- Develop and coordinate Primitive Pursuits camp programs and activities for a safe, engaging, high quality summer program
- Provide organizational and programmatic support as necessary
- Oversee hiring and training of all summer camp staff
- Maintain fiscal records for the summer camp program, including summer budget and fundraising efforts
- Assist Health Director in assuring that Health Department Guidelines are met
- Oversee the follow-through of any correspondence necessary related to camp functions and activities, i.e. summer staff contracts, permits, etc.
- Oversee camp recruitment and registration
- Oversee 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
- Support and supervise instructors in organizing, implementing, decision-making and troubleshooting

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- Maintain a positive team 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, Teen Assists, MITs and volunteers, providing support and disciplinary measures when necessary.

## Required Qualifications

- Current driver's license with clean driving record
- Ability to pass NYS background checks
- Access to reliable transportation
- At least 21 years old
- At least 24 weeks of administrative OR supervisory experience
- Experience teaching children of all ages in a variety of outdoor settings
- 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
- Ability to manage conflict situations appropriately
- Ability to work some weekends and evenings
- Other Duties as Assigned

## Preferred Qualifications

- Excellent social, communication, writing and computer skills
- Experience providing programming for diverse populations
- 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 Primitive/Earth-based Skills
- Desire to promote the educational mission of the program and the parent institutions

## How to Apply

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

Applications will be accepted until April 1, 2022 or until all positions are filled.

## Contact

Rachel Bortin, Summer Camp Director at [primitivepursuitsopportunities@gmail.com](mailto:primitivepursuitsopportunities@gmail.com)

## 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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# Cornell Cooperative Extension Tompkins County

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visit: [https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/54591/2022.01.06\\_APPROVED\\_mandatory-vaccination-policy.pdf?1641517570](https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/54591/2022.01.06_APPROVED_mandatory-vaccination-policy.pdf?1641517570)

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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).

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