

Position Description

Working Title:	Summer Site Leader
Classification:	Association Temp Program (Non-Exempt)
Start Date:	6/9/2022
End Date:	9/2/2022
Duration (months):	3
Hours per week:	40
Days per week / schedule:	Monday-Friday
Work Location:	4-H Acres, Other Camp Locations
Supervisor Name & Title:	Rachel Bortin, Summer Camp Director
Compensation:	\$14-16.50 per hour
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Temporary

Position Summary

This position will provide programmatic support for our all-outdoors wilderness youth programs. Includes mentorship of staff, responding to emergencies, and facilitating staff meetings and planning. Provides creative program support and problem solving for staff and campers. Oversees the bigger picture educational quality and safety of summer camp.

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

Responsibilities

- 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.
- Facilitates daily staff meetings
- Curriculum and planning support for staff
- By personal example, helps model Primitive Pursuits values to campers, parents and staff. Must be a positive role model.
- Keeps daily records and paperwork organized when necessary, medical record keeping
- Daily direct communication with Camp Director
- Communication of specific camper's health concerns (allergies, special diets) to staff
- First to call in an emergency in the field – handle communication with parents and leadership staff – create post incident reports and close calls
- First aid for minor injuries
- Communication with parents as needed
- Take on instructor role when necessary; provide half hour breaks to staff
- Ensure good working relationships between staff (and MITs)
- Satellite Site Leader: Maintain good relationships with landowners, facilitate logistics of running each satellite location

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- Other Duties as Assigned

Required Qualifications

- At least 21 years old
- Valid Driver's License
- CPR Pro and First Aid RTE certificates OR able to attain before the start of camp
- Access to reliable transportation
- Minimum 2 years as Lead Wilderness Instructor with Primitive Pursuits OR equivalent experience with another organization/location focused on facilitating nature connection and wilderness and survival skills to youth
- Flexible--ability to adapt to different environments and schedules
- Team player who is responsible and hard-working
- An understanding of diversity and inclusion values
- Ability to work well with minimal supervision and to ask for help when needed
- Ability to manage conflict situations appropriately

Preferred Qualifications

- Excellent, social, communication and writing skills
- Well-developed sense of humor, play and curiosity
- Knowledge and experience with Coyote Mentoring and primitive 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

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>

Please Note: Effective January 10, 2022, all CCE Tompkins employees must be fully vaccinated and present proof of an FDA- or WHO- authorized or approved COVID-19 vaccination; or have an approved disability/medical or religious exemption; or be documented to work fully remotely, fully outdoors, or in a workplace with no other people present. Failure to demonstrate compliance with this requirement within the first 30 days of work may result in the delay of employment, unpaid leave, or termination.

For more information,

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

[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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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.

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