

**Position Description**

Working Title:	Assistant Summer Camp Director
Classification:	Association Temp Program (Non-Exempt)
Start Date:	1/27/2023
End Date:	9/22/2023
Duration (months):	Negotiable
Hours per week:	20 then increase to 40
Days per week / schedule:	Monday-Friday
Work Location:	4-H Acres, CCE Office, Other Camp Locations
Supervisor Name & Title:	Rachel Bortin, Camp Director
Compensation:	\$16-\$18 per hour
Benefits Eligibility:	Partially Benefits Eligible (no leave)
Employment Type:	Temporary Benefits Eligible

**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.

The Assistant Day Camp Director works collaboratively with the Camp Director to support our mission within the summer camp operations. 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 Camp Director with staff training preparation and implementation, site and resource organization, and other administrative tasks.

This is a great role for someone who would like to become more involved with the leadership-side of summer camp.

**Required Qualifications**

- Current driver’s license with clean driving record
- Ability to pass NYS background checks
- Access to reliable transportation to arrive at assigned camp locations on time
- At least 21 years old
- At least 24 weeks of administrative **OR** supervisory experience
- Able to Attend Staff Training Week June 19-23, 2023
- Must have RTE First Aid **OR** WFR Certification, and CPR for the Professional Rescuer or higher **OR** be able to attain it before the start of camp
- Capable of multitasking within a changing outdoor environment and flexibly addressing new problems each day
- Experience teaching children of all ages in a variety of outdoor settings
- Values diversity and inclusion and demonstrates an active awareness to issues of cultural appropriation and privilege
- 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
- Strong commitment to teaching and to sharing an appreciation for nature with people of all ages

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- Works well with minimal supervision and asks for assistance when needed
- Ability to manage conflict situations appropriately and efficiently
- Ability to work some weekends and evenings

### 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 in Eight Shields teaching model
- Experience with Primitive/Earth-based Skills

### Responsibilities

- Assist with the development and coordination of camp programs and activities for a safe, engaging, high quality summer program
- Provide organizational and programmatic support
- 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 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
- Support and supervise instructors in organizing, implementing, decision-making and troubleshooting
- 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, 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 and able to stay onsite if needed
- 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, 2023, or until all positions are filled.

### 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>

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. Cornell Cooperative Extension Tompkins County provides equal program and job opportunities. No person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national 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).