

## Position Description

Working Title:	Natural Crafting Program Specialist
Classification:	Association Temp Program (Non-Exempt)
Start Date:	6/23/2025
End Date:	8/2/2025, with the opportunity to extend until 8/29/2025
Duration (months):	Less than 3
Hours per week:	40+
Days per week / schedule:	Sunday-Friday/ Monday-Friday
Work Location:	Arnot Forest Van Etten, NY; 4-H Acres Ithaca, NY
Supervisor Name & Title:	Rachel Bortin, Camp Director
Compensation:	\$4,000
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Temporary

## 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. We have been providing nature connection programming to people of all ages for over twenty years and are excited to continue our overnight camp program at Arnot Forest.

The Natural Crafting Program Specialist is one of the core facilitators of Primitive Pursuits; immersing groups of youth into natural areas, away from facilities and without modern gear, and engaging them in a fun way that sparks a deep, meaningful connection to the natural world, themselves, and each other. The key role of the Natural Crafting Program Specialist is to design and facilitate daily activities, projects and challenges for youth centered on natural crafting, including but not limited to; carving, primitive tool making, natural dyes, basket making, hide processing, etc. They will act as a mentor who is able to ignite the camper's curiosity about natural craft projects through role modeling curiosity, art of questioning and experiential learning. The Natural Crafting Program Specialist shares their knowledge, promotes stewardship, and nurtures a healthy relationship with the outdoor environment.

The Natural Crafting Program Specialist will work alongside other staff and work with campers ages 9-16. There will be housing onsite provided in one of our rustic cabins, which includes access to a kitchen and bathrooms. All meals while camp is in session are provided at no cost!

Overnight camp has the potential to change a young person's life, come be a part of the team that makes it happen! If you secure your position prior to February 1, 2025, you may be able to attend our Adult Earth Skills Series Spring program at no cost!

## Required Qualifications

- 18 years of age or older
- 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
- Must pass all required screenings for working at a NYS Summer Camp
- Attend all of Staff Training June 23-27 and June 30- July 3 (subject to change)

**Helping you put knowledge to work.**

*Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer.*

- Commit to working camp July 6-August 1. May have the opportunity to extend employment to Primitive Pursuits Day camp; August 4-29
- Must be able to live and stay onsite for training dates July 30-July 3 and while camp is in session, July 6-August 1
- Minimum 1-year experience as a program director, activities director or similar role with youth ages 9-16 in an undeveloped setting
- Minimum 2-year experience in mentoring youth ages 9-16 in a camp-type setting
- Experience teaching natural crafting skills such as carving, weaving, toolmaking, natural dyes, etc. with materials found in nature to youth ages 9-16
- Experience in planning engaging and meaningful weekly and daily activities, projects, games and challenges for youth ages 9-16
- Works well with minimal supervision and asks for assistance when needed
- Ability to manage conflict situations appropriately and efficiently
- Values diversity and inclusion and demonstrates an active awareness to issues of cultural appropriation and privilege
- Strong commitment to teaching and sharing an appreciation for nature with people of all ages
- Able to work in a changing outdoor environment and tackle new problems each day
- Ability to learn and convey skill sets efficiently
- Possess a high level of comfort and curiosity in the natural world
- Ability to inspire and relate positively with youth
- Ability to create a safe space for campers to lean into their curiosity and wonder of the natural world
- Actively developing natural crafting related skills
- Experience with and utilizing Coyote mentoring
- 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

### Preferred Qualifications

- Maintaining fiscal records and inventory of program supplies
- Ability to reflect on a range of personal experiences working independently and within a team
- Past experiences working with people of diverse educational and cultural backgrounds
- Experience with and utilizing Coyote mentoring

### Responsibilities

- Design and facilitate daily activities, projects and challenges and overall flow of the week for youth ages 9-16 centered on natural crafting
- Plan and design day and night natural crafting activities, projects and games to be in line with the camp's flow and weekly structure
- Structure engaging day and night natural crafting projects and challenges to be cumulative over the course of the week for youth ages 9-16
- Maintain fiscal records and inventory of program supplies for specific program area
- Communicate with camp directors on programmatic needs in a timely manner
- Complete an independent weekly program evaluation while camp is in session (4 total)
- Keep program supplies neat, clean and organized

- Work collaboratively with other overnight camp staff and summer camp leadership
- Role-model passion, enthusiasm, curiosity and comfort around engaging with the elements of nature
- Facilitate group energy and respond swiftly to group needs to effectively manage and engage each participant in a positive experience
- Actively contribute to preparing, delivering and evaluating each week and each day of programming
- Responsible for adequate supervision of campers at all times
- Enforcing and following all safety and risk management procedures and policies in all aspects of camp
- Create and model an emotional, social, and physically safe environment in which campers and staff can thrive
- Represent the high caliber of the organization when speaking to parents, staff and campers
- Ability to speak to family members regarding camper behavior, conflicts, or situations
- Deliver high-adventure experiences while keeping an unfailing eye on the safety of each activity, each camper and co-worker in accordance with risk management protocols
- Work and be on site during all required trainings and while camp is in session
- Supervise campers overnight in a cabin **AND/OR** outside in hand made shelters/ tents if needed
  - When supervising campers overnight; facilitate end of the day debriefs, discussions and gratitude's
- Actively work with youth ages 9-16
- Other Duties as assigned

## How to Apply

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

Applications will be accepted until April 1, 2025 or until all positions are filled.

Interviews will begin December 1, 2024.

*For applicants who have passed all necessary background checks and have officially accepted the position prior to February 1, 2025, may be offered to attend our Adult Earth Skills Series Spring program at no cost!*

## 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>

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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](mailto:tompkins-hr@cornell.edu).