

Position Description

| | |
|---------------------------|--|
| Working Title: | Extended-Day Camp Coordinator |
| Classification: | Association Temp Program (Non-Exempt) |
| Start Date: | 6/16/2025 |
| End Date: | 9/5/2025 |
| Duration (months): | Less than 3 months |
| Hours per week: | 20 hours 6/30-8/29; 40 hours;6/23-6/27 |
| Days per week / schedule: | Monday-Friday / 2pm-6pm |
| Work Location: | 4-H Acres; Ithaca, NY |
| Compensation: | \$19/hour |
| Supervisor Name & Title: | Rachel Bortin, Camp Director |
| 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. Primitive Pursuits offers a variety of programs year-round, with our biggest program being our summer day and overnight camps.

The Extended-Day Camp Coordinator is a brand-new position that will oversee the campers and staff after the conclusion of the regular day camp program. The key role of this person is to ensure the safety, supervision and wellbeing of all campers and staff who remain onsite after the day camp program ends. This person will oversee a small team of staff who will work together to create engaging and creative activities for campers ages 5-12 that help spark a deep meaningful connection to the natural world, themselves, and each other.

Prior to the start of camp, the Extended Day Camp Coordinator will be required to attend all of staff training (40-hour work week) to get comfortable and familiar with camp operations, risk management protocols and policies.

Required Qualifications

- 21 years of age or older
- Must pass all required screenings for working at a NYS Summer Camp
- Driver's license and transportation to various camp locations on time
- Minimum 1 year experience in an administrative **OR** supervisory experience (does not have to be in a camp setting)
- Minimum 2-year experience working with children ages 5-12 directly in an outdoor setting
- Attend all of staff training June 23-June 26, 2025 (40 hours)
- Able to work 2 pm-6 pm; Monday-Friday for **most of** the camp season; June 30-August 29
- Must have RTE First Aid **OR** WFR Certification, and CPR for Professional Rescuer or higher **OR** be able to attain it before the start of camp

- Values diversity and inclusion and demonstrates an active awareness to issues of cultural appropriation and privilege
- Able to work in a changing outdoor environment and tackle new problems each day
- Possess a high level of comfort and curiosity in the natural world
- Ability to inspire and relate positively with children, youth and adults
- Ability to manage conflict situations appropriately and efficiently
- Ability to communicate effectively verbally and in writing
- Works well with minimal supervision and asks for assistance when needed
- Experience in planning daily and weekly wilderness survival/naturalist activities, projects, and games for youth ages 5-12
- Strong commitment to teaching and sharing an appreciation for nature with people of all ages
- 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

Helping you put knowledge to work.

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

Preferred Qualifications

- Excellent social, communication, writing and computer skills
- Ability to learn and convey skill sets efficiently
- Developing skills in specialized areas pertaining to wilderness living, primitive or naturalist skills **OR** seeking to learn specialized skills pertaining to wilderness living and primitive or naturalist skills
- Experience in mentoring **OR** coaching staff members/co-workers in problem solving, organization and day to day coordination
- Experience working with people of diverse educational and cultural backgrounds
- 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 Coyote mentoring
- Previous experience with primitive technologies and wilderness survival or naturalist/outdoor skills

Responsibilities

- Arrive to work on time and ready for the day ahead
- Oversee an instructor team consisting of 3-4 people
- Work collaboratively and closely with the Summer Leadership team and office-based staff
- Create positive rapport with extended day campers, parents and families
- Ensure all risk management policies, camp systems and policies are followed
- Safely and efficiently check out campers as per our check-out policies
- Clean up all program areas daily of program supplies, food, etc.
- Communicate with Day Camp Instructors regarding camper behavior and necessary information that needs to be passed along to parents
- Plan and coordinate safe, engaging and high-quality extended day programs and activities within the scope of Primitive Pursuit's mission
- Provide organizational and programmatic support

- Assist with maintaining fiscal records for the summer camp program, including summer budget
- Assist Health Director and Day Camp Directors in assuring that Health Department Guidelines for summer camp are met
- Address crisis management, discipline and troubleshooting issues related to campers and/or staff.
- Assist in determining supply and equipment needs and in ordering/purchasing in collaboration with the Logistics Coordinator and Day Camp Directors
- Maintain a positive team and calm atmosphere that includes campers, families and staff
- Schedule, supervise and evaluate extended day program staff
- Role-model passion, enthusiasm and comfort around engaging with the elements of nature
- Role-model appropriate footwear, clothing, and outdoor gear for the summer camp experience
- 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
- Work collaboratively with the Year-Round Camp Director when needed or requested
- Ability to sub in as a wilderness instructor or assistant camp director during the normal camp day of needed
- Communicate with other groups who may be utilizing the camp space during extended day hours
- 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, 2025 or until a suitable candidate is found.

Please note: this position is dependent on securing enough extended-day wilderness instructors to run the program. If we do not have enough extended-day wilderness instructors, we will not be able to offer this position.

Contact

Rachel Bortin, Camp Director, 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 and provides equal program and employment opportunities.

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.