

Ijams Summer Nature Adventure Camp

At Ijams Nature Center we are a team of nature enthusiasts and educators, working together to help ensure that each camper has a wonderful and enriching camp experience. It takes an excellent staff to manage a successful summer camp and we take great pride in the men and women that are carefully selected each year to help care for our campers. We hire 3 general categories of staff each summer for our day camp: Camp Coordinator, Counselors and Activity Specialist. The dates for camp are from June 4 to August 3 and will operate Monday through Friday from 8 AM to 5 PM. You must be 18 years and older to be considered for a position. All jobs are seasonal.

To Apply: please email your resume to Christie Collins at ccollins@ijams.org.

Camp Coordinator

Job Description: Manages the daily operations of summer camp, reporting directly to the Camp Director. It is the responsibility of the Camp Coordinator to implement and uphold the rules and expectations of Ijams Nature Adventure Camp as well as Ijams Nature Center. The Camp Coordinator will be the liaison between the Camp Director and the counselors. Camp Coordinator expectations and responsibilities include but are not limited to the following:

Job Requirements:

- Must have management experience
- Supervises all counselors, activity specialist and volunteers
- Possess strong leadership skills and be able to act as a professional role model for staff and campers
- Experience working for a nature center, camp, outdoor recreation setting, or education (preferably environmental)
- Monitor camp registrations through online and phone registration
- Communicate with parents about camp schedule, suggested apparel and any other questions or topics that may arise regarding their child
- Communicate with directors and staff of outside organizations that may be attending Ijams Nature Adventure Camp
- Enforce camp policies to ensure counselors and campers have a safe and enjoyable camp experience
- Create and assemble weekly documents necessary for tracking registered campers (i.e. roster and sign-in sheets), as well as counselor timesheets
- Address phone calls and emails received regarding camp, campers and counselors

- Plan teambuilding, crafts and other activities as needed for campers on a weekly basis
- Experience working with youth
- First Aid and CPR certified by first day of employment
- Strong communication skills, positive attitude, initiative, flexibility, dependability, creativity and ability to work and problem solve as a team player
- Plus requirements of Lead Counselor and Camp Counselor

While performing the duties of this job, this employee is asked to spend the majority of the time outdoors, and may be exposed to dust, temperature variance, weather variance, noise, pollens and fumes. The employee is required to sit, talk, hear, use keyboard, view computer monitor for potentially long periods and use phones. The employee occasionally will be required to lift and/or move 15-40 pounds and may need to carry for approximate distances up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle or feel, walk, carry documents, crouch, stoop, kneel, climb stairs, and use a step ladder in lifting and lowering materials. The position requires occasional use of office equipment such as computer, copier, hole punch, calculator, fax machine, postage machine and Point-of-Sale system. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. This position will spend about 90% of its time outdoors, in all weather conditions.

How to Apply

Email or mail a cover letter, resume and a list of references to Christie Collins, Summer Camp Director, at ccollins@ijams.org. No phone calls, please.

Ijams Nature Center is an equal rights employer committed to diversity in staff, Board of Directors, volunteers, visitors and program participants without discrimination on the basis of race, religion, color, national origin, gender, sexual orientation, age or disability.