



Ijams Nature Center

2019 Summer Nature Adventure Camp

Position Descriptions

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 run a successful summer camp, and we take great pride in the individuals that are carefully selected each year to care for our campers. This year we are hiring for 2 different positions in our day camp for children ages 6 to 12: **Summer Camp Counselor** and **Lead Summer Camp Counselor**. Below are descriptions of each position, including essential responsibilities and requirements.

To Apply: Email a cover letter, resume, and a list of references to Tyler Edmondson, Nature Adventure Camp Director, at tedmondson@ijams.org. Applications accepted on a rolling basis until positions fill.

Type of Positions Available: Seasonal, Full-time, Non-Exempt

Report To: Camp Director and Camp Coordinator

Location: Ijams Nature Center, 2915 Island Home Avenue, Knoxville, TN 37920

Pay Rate: \$7.50-\$10.50 per hour, commensurate with position and experience

Duration: All camp staff are expected to be available for Staff Training (May 27-31) and the entire camp season (June 3-August 2). Staff will have unpaid time off during a mid-summer break from July 1-5.

Hours: Camp staff will be required to work Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m., with daily shifts ranging between 7 and 9 hours.

Benefits: Day Camp hours with evenings and weekends off; a mid-summer break; the opportunity to work in the great outdoors, work with children, and build friendships; the chance to develop communication and leadership skills; possible internship credit; and, of course, having fun!

Title: Lead Summer Camp Counselor (Day Camp)

Summary: In addition to performing the standard Summer Camp Counselor responsibilities, the Lead Counselor position is responsible for ensuring exceptional delivery of camp programs by mentoring other counselors and being the primary staff member with each camper group. Lead Counselors must possess a unique blend of hard and soft skills, as they are the first level of contact in addressing issues that arise with counselors, campers, and/or parents/guardians, and they are also expected to be the primary instructors of camp programs and activities.

Essential Duties and Responsibilities IN ADDITION to those of Summer Camp Counselors:

- Be a positive role model; ensure that both counselor and camper behaviors are consistent with camp standards.
- Assist in making the camp atmosphere comfortable for both campers and staff; conduct regular counselor encouragement activities or acts.
- Encourage cooperation, teamwork, and participation among staff, including fellow Lead Counselors; initiate regular communications with co-counselors and colleagues.
- Offer mentorship and coaching to Camp Counselors through daily check-ins, informal positive and constructive feedback, support during difficult or emergency situations, and providing input and direction about strategies for working with specific children or the group as a whole.
- Manage the quality of the counseling by assisting with timely resolution of issues that develop with counselors and/ or campers.
- Provide input on camp activities, campers, staff, and general camp-wide issues during weekly staff meetings; keep directors informed of issues and actions taken.
- Serve as the main line of communication with parents/guardians when appropriate, especially when the Camp Director and Camp Coordinator are unavailable.
- Assist in leading aspects of staff training, and provide opportunities for staff development throughout the summer.
- Plus requirements of Summer Camp Counselors (see below for full description).



Qualifications/Requirements:

- Must successfully complete a pre-employment, post-offer background screen, and motor vehicle record screen (MVR).
- Must be first Aid and CPR certified by first day of employment.
- Completion of sophomore year in college, at least 21 years old, or equivalent experience in camp, youth programs, recreation, child care, or related field.
- Access to a personal cell phone, with a willingness to utilize it for camp communications.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision. Must also be able to accept supervision and guidance.
- Strong organizational, team-building, and communication skills, and an ability to lead one's peer group.
- Good character, a strong work ethic, sense of humor, adaptability, positive attitude, patience, maturity, sound judgment and decision-making skills, and a passion and enthusiasm for nature and children.

Title: Summer Camp Counselor (Day Camp)

Summary: The Summer Camp Counselor position is responsible for the general safety and development, growth, and skill achievement of children ages 6 to 12, in a Day Camp setting with groups of 10 or fewer campers. This role is also responsible for planning, leading, and implementing high quality outdoor educational and recreational programs and experiences for campers participating in Ijams Nature Adventure Camps, with the goal to reconnect children with the natural world, while fostering individual confidence, group cooperation, outdoor skills, and environmental responsibility among our campers.



Essential Duties and Responsibilities:

- Supervise all aspects of a group of up to 10 campers each day, and act as a role model and mentor to all campers.
- Know, enforce, and follow all emergency procedures and safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' physical and emotional well-being and their whereabouts at all times.
- Identify and respond to camper behavior issues, and facilitate opportunities for problem solving, as-needed.
- Assist in daily activity and program planning, incorporating the camp's weekly themes throughout each session, including Before and After Care sessions.
- Plan, lead, and/or assist a variety of small and large group activities each week, which may include fishing, crafts, bird watching, rock scrambling, team building, bouldering, nature/wilderness education, canoeing, songs, games, and opening and closing ceremonies.
- Promote camper participation and success in all activities, and provide necessary instruction to campers.
- Participate in various camp activities according to the age and skill levels of the child, and promote positive interaction with peers and staff.
- Encourage respect for personal property, camp equipment, and facilities. Inform the directors of any camper, parent, and / or staff problems.
- Provide public relations/customer service to parents, guardians, and participants to ensure a positive impression of Ijams.
- Assist in maintaining accurate program records including incident reports, first aid logbook, daily attendance, and timesheets.
- Attend two, hour-long staff meetings each week camp is in session: Mondays at 8:00 a.m and Fridays at 4:00 p.m.
- Ensure that the camp area is kept clean, organized, and free of litter.
- Other duties as assigned.

Qualifications/Requirements:

- Must successfully complete a pre-employment, post-offer background screen, and motor vehicle record screen (MVR).
- Must be first Aid and CPR certified by first day of employment.
- High School graduate or equivalent. Must also be at least 18 years old.
- Education classes or experience in camp, youth programs, recreation, working with children, or related field.
- Access to a personal cell phone, with a willingness to utilize it for camp communications.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision. Must also be able to accept supervision and guidance.
- Strong organizational and communication skills, and an ability to relate one's peer group.
- Good character, a strong work ethic, sense of humor, adaptability, positive attitude, patience, maturity, sound judgment and decision-making skills, and a passion and enthusiasm for nature and children.

Work Conditions:

- This position requires a candidate in good physical condition, with the ability to lead and participate in camp activities which include, but are not limited to, rock scrambling/bouldering, creek exploration, canoeing, team building initiatives, caving, physical games, and hiking up to 5 miles across, rocky, hilly, and uneven terrain over the course of one day.
- Must be able to lift, carry, and/or move 15-40 pounds for approximate distances up to 50 feet, bend, reach overhead with hands and arms, use fingers to write or type and handle or feel, walk or stand for long periods, crouch, stoop, kneel, climb stairs, shovel, work in narrow and/or confining spaces underground, overhead, and at ground level, twist at the waist, shoulder, and legs, and lie on stomach and/or back.
- This position requires being outside in all conditions, including inclement weather and a wide range of temperatures. While performing the duties of this job, this employee may be exposed to dust, temperature variance, weather variance, noise, pollens and fumes.

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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.

