



JOB DESCRIPTION

Job Title: Summer Camp Outdoor Instructor

Department: Cumming Nature Center

Direct Supervisor/Manager's Title: Director of Cummings Nature Center

FLSA Status: Non-Exempt

Full-time/Part-time: Limited Part-time, Seasonal

Date Prepared/Revised: January, 2024

Pay Rate: \$17.00-\$18.50/ hour (rate based on relevant experience)

I. JOB SUMMARY

As a Summer Camp Outdoor Instructor, you are responsible for implementing themed, week-long summer camp sessions for children ages 6-15. As one of two primary caregivers and leaders of your groups, you are responsible for establishing best practices in group management and project facilitation and coming to work on time, prepared, and alert.

II. DUTIES

- Actively teach and supervise campers for the duration of the camp day. Use best practices in group management so that campers are safe, welcomed, and inspired to learn and explore.
- Implement educational programs and activities. You will facilitate hands-on learning experiences, referencing a given lesson plan and adapting it based on campers' needs and interests.
- Understand, follow, and enforce all CNC procedures and guidelines related to health, safety, and emergencies.
- Identify and respond to campers' medical, behavioral and emotional needs, reporting and referring to the Camp Coordinator as necessary.
- Keep accurate records regarding the following: attendance, medical/behavioral concerns, accidents/injuries, and program evaluations.
- Facilitate daily check-in and check-out, during which you will communicate and connect with campers and their families, answer questions, and gather paperwork, information, and medicine.
- Work together with a co-instructor, evenly balancing responsibilities prior to, during, and after the camp day.
- Work with volunteers, modeling best practices and providing leadership, support, and guidance.
- Serving as a mentor, you will set the tone for and create a welcoming, inclusive environment for all campers, families, and CNC team members.
- Attend and participate in all CNC Camp meetings and training sessions.
- Maintain a clean, organized camp environment, communicating needs with the Camp Coordinator in a timely, effective manner.
- Help with preparation, clean-up, and administrative tasks.

- Complete other duties as assigned.
- Be present, positive and engaged while working with children.

Additional Responsibilities: Dedicated returning Instructors are recognized for their expertise and tenure and are expected to fulfill additional roles as senior members of the Curiosity Camps team. In addition to the tasks detailed above, returning instructors can expect to be asked to mentor Instructors that are less experienced or new to the team.

III. Qualifications:

- Must have experience working in an educational setting (formal or informal) and facilitating programming with children between ages 6-15.
- Must have an outgoing personality, enjoy interacting with children, and possess a love for lifelong learning.
- Must be comfortable working outdoors in a variety of weather conditions.
- Must have strong leadership and communication skills.
- Must be able to effectively correspond via email.
- Must possess a sense of environmental stewardship.
- Must frequently move supplies and equipment, weighing up to 25 lbs.
- Must frequently pull a cart to and from camp, containing supplies and equipment.
- Must host programs for extended periods of time (standing and sitting) and frequently move around the campsite and across rugged terrain.]
- Must have CPR and first aid certification or a willingness to become certified.
- Experience developing, implementing, and evaluating hands-on curriculum.
- Familiarity with a summer camp setting, museums and informal education, and the Rochester Museum & Science Center.
- Experience with child-directed and inquiry-based learning.
- Experience working in the field of Outdoor Education.

IV. Work Conditions:

- Summer Camp Outdoor Instructors are required to commit to nine weeks of availability during the summer season. Instructors work 40-hour weeks, Monday through Friday. As Limited Part-time Seasonal Staff, instructors eat lunch in the field with their groups, and therefore do not take a 30-minute unpaid lunch.
- Time off will be awarded only if coverage can be found. Time off requests must be submitted no later than April 30th, 2024.
- CNC Camps take place in-person at Cumming Nature Center (6472 Gulick Road, Naples, NY 14512).
- All staff are expected to attend paid training before the summer.
- This job takes place *almost exclusively outdoors*. Exceptions are made for hazardous weather conditions.
- Instructors will be provided with all lesson plans, supplies, and support needed to provide a positive experience for all campers and team members.