



SUMMER DAY CAMP DIRECTOR

POSITION DESCRIPTION

Great Basin Outdoor School's (GBOS) Summer Adventure Day Camp is held at the River School Farm in Reno. Offered to children in grades 1-6, Summer Adventure Day Camp is an opportunity for participants to have fun outdoors, interact with science, and learn to appreciate nature.

The Day Camp Director works approximately 8:30 am to 4/5pm M-F during camp, directing all operations and leading and supporting naturalists, who each teach a group of about 10 children. The Day Camp Director will report to the Program Director.

DATES

Leading up to Day Camp: April – June hours: Hourly about 25 hrs./ week.

Training Week: June 7th – 11th approximately 10 am – 3pm at office & River School Farm

Day Camp (5 weeks total with a week break after 4th of July)

Week 1: June 14th – June 18th

Week 2: June 21st – 25th

Week 3: June 28th – July 2nd

Week off from kids (July 5th – 9th) – working hourly

Week 4: July 12th – 16th

Week 5: July 19th – 23rd

Post camp wrap up ~ 2 weeks of work at 25 hours/week.

QUALIFICATIONS

- Possess a bachelor's degree, preferably in the natural sciences or education.
- One year of experience teaching environmental education or science preferred.
- One year of experience working directly with children in an educational setting.
- Hold current CPR & First Aid certificate by the start date.
- Ability to pass a federal background check.

RESPONSIBILITIES

This position is mentored by the Program Director, and consists of working with parents, naturalists, camp assistant, guest presenters, volunteers, hosts, and children.

- Serve as leader of naturalists and Camp Assistant, assist with staff training and delivery of educational programming.
- Assist with logistics such as organizing and maintaining schedules, materials, registration, website, emails for camp, camper records & waivers, rosters, etc.
- Responsible for purchasing materials needed for camp within budget.
- Assist in providing staff with resources, breaks, and maintaining program gear in orderly condition.
- Assist/Lead training naturalists, Camp Assistant, and any volunteers.
- Responsible for running the check in/check out table, ensuring children only leave with already cleared parent or guardian.
- Responsible for amending Camp Handbook/waiver as needed.
- Responsible for maintaining a good relationship with parents, staff, property owners, and guest presenters.
- Responsible for disciplining any children who naturalists are struggling with.
- Responsible for taking care of sick/injured children and calling parents/guardians as needed.
- Responsible for delegating tasks to naturalists, camp assistant, and volunteers.
- Responsible for hosting opening circles, explaining the rules at camp, ensuring naturalists are doing their jobs.
- Responsible for addressing all issues that arise at camp and communicating clearly with parents, campers, and staff.
- Ensure that general use areas of camp are safe, maintained, and clean.
- Ensure that kids who need to leave early or arrive late are met and joined with their groups or removed from their group on time.
- Responsible for taking photos, video, and testimonials that may be used for future promotion and/or grants.
- Responsible for collecting all assessments & entering in data collected that will be used for grant reporting.
- Responsible for providing all sponsors, supporters, guest presenters, volunteers, etc., with appropriate displays of thanks.
- Responsible for successfully wrapping up each week of camp.
- Plan and present a hands-on, experiential, inquiry-based program in earth sciences, and water, wildlife, and forest ecology, based on GBOS curriculum and state and national educational standards. Integrate other subject areas, group process and individual growth, and commitment to responsible use and protection of the environment.
- Ensure and maintain appropriate student behavior by stating clear expectations and consequences, in accordance with GBOS discipline policies.
- Coordinate and participate in whole group activities, such as sharing, skits, meals, and opening/closing circles.
- Ensure the health, welfare, and safety of students, parents, guest presenters, River School Farm inhabitants including plants & animals, volunteers, and other staff.
- Respond appropriately in a crisis and problem-solve under pressure.
- Work and communicate effectively as a team member with other naturalists & GBOS staff, parents, volunteers, guest presenters, River School Farm inhabitants and students to enhance the program and to empower students.

- Ability to communicate orally with and provide necessary instructions to students, parents, volunteers, other staff, and guest presenters.
- Ability to traverse uneven and difficult terrain and properly use program equipment.
- Ability to work long hours outdoors while being active & energetic.
- Ability to lift and carry 50 pounds.

EMPLOYMENT DETAILS

The Summer Day Camp Director is an exempt, at-will employee of GBOS, and is supervised by the Program Director. GBOS reserves the right to revise or change job duties as the need arises.

The Summer Day Camp Director is responsible for presenting hands-on, experiential, inquiry-based day camp programs in earth sciences, and water, wildlife and forest ecology based on GBOS curriculum and state and national educational standards.

After camp concludes it is possible to continue working for us with reduced hours between seasons (usually up to 30 hrs./week). We will be hosting a Fall Day Camp in October and plan to host multi-day overnight science camps at Camp Galilee, located on Lake Tahoe in the fall, winter & spring. The Camp Galilee programs occur over about 3-5 weeks each season and consist of overnight programs that school classes attend for 2 to 3 nights. During this time the staff is provided housing in a cabin on Lake Tahoe for the duration of each week's programs, with food mostly provided and typically with the weekends off when staff returns home. These programs along with fall, winter, and spring day programs will also need someone to direct them, and successful completion of the Summer Day Camp Director responsibilities would be a good recommendation for continued work directing residential science camps and day field studies.

COMPENSATION

Stipend: During Camp: \$150 per day. Training days are half days (approximately five hours), where half the daily stipend is offered.

\$15/ hr. when working hourly (pre and post camp).

APPLICATION INSTRUCTIONS

Please send a cover letter expressing your interest and relevant experience, CV or resume, and phone and email contacts for three professional references to our Program Director at:

program@greatbasin-os.org.