

LEINWC NATURE CAMP COORDINATOR

Program and Job Description:

Located on South Bass Island, the Lake Erie Islands Nature & Wildlife Center provides environmental education for youth and adults, including residents and tourists, through Center programs, educational outreach activities, printed and digital content and site improvements. The Camp Coordinator plans, develops and facilitates five (5) weeks of Nature Camps on Middle Bass and South Bass (Put-in-Bay) Islands for youth 4 – 14 years old. The Coordinator is considered a non-voting member of the Board of Directors and is expected to attend meetings of the Board, to report monthly to the Board, and to participate in Board functions and activities.

Reports to:

LEINWC Director
Board of Directors

Qualifications:

1. Degree or equivalent courses/experiences in education and/or environmental education;
2. Ability to interact positively with camp staff, volunteers, campers, guest presenters and other educators, as well as local community members and visitors;
3. Proficiency in Microsoft Office, Wordpress and social media, office equipment;
4. Capability to work long hours, occasionally physically strenuous, managing groups of children and adults in various settings;
5. Experience in managing paid staff and volunteers;
6. Positive attitude, love of nature, diligence, sense of humor and willingness to learn;
7. Certifications in CPR, First Aid, Lifeguard, and Wilderness First Responder Certified or Educated, current BCI/FBI records checks.

Responsibilities

1. Plan and Develop Nature Camp Programs:
 - a. Establish general theme for the year, set daily goals and programs supporting that theme for each camp age level.
 - b. Determine lists of supplies and program providers; assist in budgeting and ordering.
 - c. Coordinate updates of Camp forms, scheduling of promotional materials, ads for Camp Programs.
 - d. Meet with potential donors to request funding.
 - e. Develop daily schedules of Camp experiences including presentation sites, related activities and materials, and scheduled presenters.
 - f. Coordinate Registration procedures.
 - g. Develop exit and follow-up questionnaires to evaluate programs.
2. Facilitate Camping Experiences:
 - a. Meet as necessary with Nature Camp Assistant and staff to confirm presenters, activities and materials for daily programs.
 - b. Monitor distribution and collection of required forms.
 - c. Confirm with Assistant and Staff that each day's supplies have been carefully prepared and organized.
 - d. Engage campers in scheduled activities with assistance of Camp Assistant, presenters, staff and volunteers.
 - e. Act as point-of-contact for requests for information on and clarification of Nature Camp goals, programs and procedures.