



## Summer Day Camp Administrator Position Description

**FLSA Status:** Non Exempt- Seasonal  
**Reports To:** Program Manager

**Position Summary:** The Summer Camp Administrator supports the summer day camp operations by maintaining, developing and improving all aspects of camp. This includes strengthening the camp aide program and supporting camp educators as well as acting as the point of contact for camp families. Camp operates from 9am-4:00pm, with the Camp Administrator typically working 8:30am-5:00pm.

### **Duties and Responsibilities:**

- Provide on-the-ground support to all camp educators in maintaining a high quality camp experience
- Establish a camp community that foster responsibility, teambuilding and social development
- Assist in planning staff training/pre-camp prep (for both staff and teen camp aides)
- Supervise, mentor and coach high school students in the camp aide program
- Maintain BNC standards of safety and well-being of all camp participants, aides and staff
- Provide excellent customer service to camp families regarding camp inquiries and concerns
- Assist in administering logistics for: camp registration, off site activities, supply purchases and vehicle use
- Create and disseminate weekly email correspondence to parents regarding camp expectations
- Collect and maintain records for any completed incident or accident reports
- Assist Program Manager to ensure all camper medical information is accurate and updated
- Assist with communicating to parents any behavioral interventions involving campers
- Supervise daily check-in and check-out of all day campers
- Complete office and administrative duties efficiently and carefully
- Assist in the maintenance and storage of camp equipment, supplies and facilities
- Assist in documentation and evaluation of camp including end of camp report with input from camp educators
- Assist with other duties as assigned

### **Qualifications:**

- 2 years of experience leading youth and/or young adult groups in an outdoor education /camp setting
- 2 years of prior camp administrative experience
- Excellent judgment and reliability
- Highly self-directed and able to work independently
- Excellent interpersonal and communication skills
- Coursework in the field of Education, Youth Development, Parks and Recreation Management, Outdoor Recreation, Science or related field
- Positive role model in attitude and behavior
- Ability to model and monitor age appropriate youth development techniques, including safe work habits
- Ability to work effectively and efficiently with all Blandford Nature Center staff and volunteers
- Exceptional organizational skills and ability to multi-task

- Energetic and flexible
- Strong computer skills
- 21 years of age or older
- A valid Driver's License
- Criminal Background check clearance and fingerprints will be required prior to working with youth

**Preferred Qualifications:**

- Bachelor's degree in related field
- Experience working in a supervisory role for a minimum of 3 months
- Experience working with students from diverse backgrounds and cultures
- Experience in teaching environmental education/ natural sciences
- Bilingual (Spanish/English)
- CPR and First Aid certification

**Compensation:**

This is a paid, non-exempt, full-time seasonal position with a starting wage \$12.00 of an hour. This position starts May 28, 2018 and ends August 24, 2018.

**To Apply:**

Please send the following documents electronically to [jobs@blandfordnaturecenter.org](mailto:jobs@blandfordnaturecenter.org):

- Resume
- Cover letter detailing your outdoor camp experience
- Full contact information for 3 professional references

This position is seasonal and will start on May 28, 2018 and ends August 24, 2018. Posting will be open until position is filled.

*The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all of its educational opportunities by all people.*

*In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a team and leadership composed of volunteers and staff that equitably and fairly represent our constituency.*