

## **Assistant Camp Counselor**

### **About the New Canaan Nature Center and Summer Camp**

The New Canaan Nature Center (NCNC) is a 501(c)3 not-for-profit environmental education center and sanctuary dedicated to helping people of all ages better understand, appreciate and care for the world of nature. Located a short distance north of New York City, NCNC encompasses a 40-acre preserve in the heart of New Canaan, CT that features diverse habitats including wet and dry meadows and woodlands, two ponds, dense thickets, an old orchard and a cattail marsh. Two miles of trails meander across the site. Through a diverse range of programs for schools, youth, adults, and families, the NCNC strives to create a deeper understanding and concern for the natural world through programs and exhibits that stress enjoyable and active, hands-on learning. It is our belief that personal awareness and involvement will enable citizens to make intelligent decisions relating to the future of our environment.

Our Summer Camp program aims to get children “unplugged” from electronics and other indoor activities by creating and strengthening the connection of children to nature through sustainable, exciting, hands-on interactions in the out-of-doors. It is our goal to “Leave No Child Inside” over the summer as there exists an entire world of adventure just waiting outside the door. Our Summer Camp serves approximately 1,000 children, ages 3-15, through half-day, full-day, and overnight adventure programs. The goal of camp is to provide quality environmental education experiences, which meet the mission and sustainability policy of the NCNC, within a fun and exciting camp atmosphere.

Visit [www.NewCanaanNature.org](http://www.NewCanaanNature.org) for more information.

### **Position**

Assistant Camp Counselor - full-time, seasonal position. Based on this classification, you are a temporary, part-time and non-exempt employee.

Assistant Camp Counselors work with Lead Camp Counselors to help facilitate and manage camp activities for camper groups. Assistant Camp Counselors aid Lead Camp Counselors in the development and implementation of education curricula and camp activities that support our yearly camp themes and meet the NCNC’s mission and sustainability policy. Assistant Camp Counselors will work alongside and in coordination with Teacher-Naturalists-in-Training (TNT) high-school volunteers during camp sessions as assigned by the Camp Director or Assistant Director.

### **Working Hours**

Monday through Friday, although some weekend work may be required. Typical operation hours of NCNC are from 8:30am to 4:30pm. Summer Camp schedule may require additional time beyond typical operation hours. Summer Camp season runs from approximately mid June to mid August, including staff training the last week of May. Please check website for details on camp session schedule for this year.



## Qualifications/Requirements

*The Assistant Camp Counselor must:*

- A. Be pursuing (or have the intent to pursue) coursework in Environmental Education, Biological Sciences, Education, Outdoor Recreation or other related field.
- B. Have experience and/or knowledge in environmental/outdoor education, formal and/or informal teaching, camps or similar experience working with children in a responsible and professional setting. (*Prior summer camp experience a plus*).
- C. Be able to work well as part of a team and interact well with visitors
- D. Possess the physical ability to work actively throughout the property in a variety of weather conditions.
- E. Hold and maintain throughout the duration of camp valid certification in the following: First Aid/CPR and Epi-pen/Medical Administration. **If not current, must be willing to obtain valid certification prior to the start of the camp season.**
- F. Possess a valid health/vaccination record (*required*).
- G. Possess enthusiasm for working with children and a sense of humor.
- H. Be 18 years of age or older.

## **I. Program**

*Duties Include:*

- A. Quality Programming
  - i. Maintaining CT state standards for summer camp operation, assisting with camper forms and other paperwork as needed.
  - ii. Ensuring that programs and activities meet camp goals, as well as the nature center mission and sustainability policy.
  - iii. Working with the Camp Counselors, Instructors, Resident EE Staff, Camp Director, and other NCNC staff to provide high quality education experiences to all NCNC Summer Camp participants and TNT volunteers.
- B. Camp Curricula & Activities
  - i. Assist the Lead Camp Counselor with enacting interactive and interdisciplinary nature camp programming for PreK-4<sup>th</sup> grade that maximizes use of our NCNC outdoor classroom space.
  - ii. Provide enthusiastic and innovative instruction in coordination with Lead Camp Counselor - teaching through hands-on and inquiry-based methods that encourage exploration, awareness, appreciation, and stewardship of the natural environment.
  - iii. Support education lessons provided by Resident EE specialists and co-teach programs in ecology, environmental and physical science, and general environmental education.
  - iv. Assist in safely leading groups of up to 18 children in an outdoor setting while enacting solid group/behavior management protocols (handle camper adjustments in a caring and age-appropriate manner)
  - v. Help to ensure accurate check-in/check-out of campers, greet parents.
  - vi. Assist during snack and lunch breaks, preparing food as necessary
  - vii. Lead the entire camp in games, songs and activities by own volition and as assigned by the Camp Director or Assistant Director.
  - viii. Handle/teach with captive wildlife as your training allows



C. Teacher-Naturalist in Training (TNT) Program

- i. Work alongside and in coordination with all Teacher/Naturalist in Training (TNT) volunteers assigned to your camp group

D. Coordination & Logistics

- i. Coordinate with the Lead Camp Counselor for the implementation of logistical plans, curriculum development and transportation schedules.
- ii. Help to increase sustainable and eco-friendly components of camp programs.

**II. Camper Health & Safety**

*Duties Include:*

- A. Recognizing and appropriately responding to hazards and emergencies.
- B. Maintaining CT state youth camp standards for instructor to camper ratios.
- C. Encouraging the personal and social development of children.
- D. Observing children and reporting all accidents, significant illnesses, and/or signs of physical, emotional, or sexual abuse to the Camp Director.
- E. Supervising participants and ensuring the safety of all campers.

**III. Records**

*Maintain accurate records:*

- A. Update health and attendance records on a daily basis.
- B. Protect the confidentiality of the participant's records.
- C. Ensuring proper records and storage for any camper medications within Medication protocol of camp.

**IV. Supervision and Support**

*Assistant Camp Counselors report to the Assistant Director and/or Camp Director.*

- A. Work with and provide support to Lead Camp Counselors.

**V. Attendance**

*The Assistant Camp Counselor must:*

- A. Attend staff training prior to the start of camp.
- B. Attend all morning staff check-ins & afternoon staff debriefs
- C. Attend all staff meetings and any other scheduled meetings.
- D. Complete the entire length of the summer as agreed upon in his/her contract.
- E. Realize this position is exempt from overtime unless approved in advance by Camp Director.

**VI. Miscellaneous**

*The Assistant Camp Counselor must be willing and prepared to assume other appropriate duties as assigned by the Camp Director or Assistant Director.*



# New Canaan Nature Center

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Tel (203) 966-9577  
Fax (203) 966-6536  
[www.NewCanaanNature.org](http://www.NewCanaanNature.org)

## Assistant Camp Counselor Essential Functions

*It is essential that the staff member be able to:*

- Work the hours needed to fulfill duties (can go beyond typical 40 hr work week).
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively and positively with campers, parents, camp staff, NCNC staff and Camp Director.
- Work with a diverse clientele and establish positive relations.
- Provide assistance and support to staff.
- Possess strength and endurance required to maintain constant supervision of campers.
- Appropriately respond to environmental, wildlife and other environmental hazards.
- Actively lead and participate in group activities (large and small).
- Be energetic, enthusiastic and positive.
- Assist with everyday camp duties (i.e. Song circle, opening/closing ceremonies, all group games, snack/lunch)
- Be prepared to substitute for any other camp staff on short notice as needed.

**Compensation:** \$14-\$15/hour commensurate with experience.

**Closing Date:** April 15 of each year or until filled.

**To apply, go to [www.NewCanaanNature.org](http://www.NewCanaanNature.org) and fill out online application. Cover letter and resume may be included along with application if desired. When completed, submit via e-mail or print out and mail to:**

Summer Camp Director  
New Canaan Nature Center  
144 Oenoke Ridge, New Canaan, CT 06840  
Email: [camp@NewCanaanNature.org](mailto:camp@NewCanaanNature.org)