

Assistant Adventure Camp Instructor (Ages 11-13)

About the New Canaan Nature Center and Adventure 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 Adventure Camp programs provide campers, Ages 11-13, with an amazing opportunity to gain a greater appreciation for the natural world through guided exploration, high adventure outdoor activities, and overnight camping experiences. Each day campers are challenged as they journey through a world of self-discovery and personal growth. Through shared experiences and knowledge gained, Adventurers will create memories and strong, lasting bonds with other campers that they will carry with them for the rest of their lives.

Much like the traditional craft and trade guilds of yore, Adventure Camp is structured with a design that allows each camper to develop their outdoor nature craft and hone their adventure skill set from year to year. Adventurers begin with daytime excursions into the wilds of the Nature Center and how-to practice sessions regarding camping and outdoor equipment. As they work their way up, campers learn valuable wilderness and adventure skills and get to put their knowledge to practice with offsite field trips and a weekly campfire. Over time, the Apprentice Adventurer becomes the Master as the fundamentals needed for safe adventures in the outdoors are put to the test in the wild.

Visit www.NewCanaanNature.org for more information.

Position

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

The Assistant Adventure Expedition Instructor is the secondary facilitator and group manager for our Journeyman (ages 11-13) campers who participate in various on and off-site field trips and overnight adventures during camp. This position assists the Lead Adventure Camp Instructor in implementing and developing education curricula and camp activities that support our summer camp themes and meet the NCNC's mission and sustainability policy. The Assistant Adventure Camp Instructor might also assist in managing Teacher-Naturalists-in-Training (TNT) high-school volunteers during camp sessions. This position requires someone with strong leadership skills, good judgment with regards to safety and logistics, and a high level of responsibility. This position helps to effectively lead and execute offsite day trips and single night campouts and must consistently demonstrate the above qualities.

Previous camping and outdoor adventure experience leading trips is preferred.

Working Hours

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

Qualifications/Requirements

The Assistant Adventure Camp Instructor must:

- A. Possess or be working towards a B.S./B.A. in Environmental Education, Biological Sciences, Education, Outdoor Recreation or other related field.
- B. Have at least one year prior experience in environmental/outdoor/adventure recreation education, formal and/or informal teaching, camps or similar experience working with children in a responsible and professional setting.
- C. Have at least one seasons of assistant experience leading adventure trips, and team building activities (*experience facilitating canoeing/kayaking, hiking, rafting preferred*)
- D. Have experience working with upper elementary/middle/high school students
- E. Be able to work well as part of a team and interact well with campers and their parents.
- F. Possess the physical ability to work actively in the outdoors in all weather conditions.
- G. Hold *or* be willing to obtain certification in the following: Wilderness First Responder (WFR) *preferred* or Wilderness First Aid, CPR/AED, Epi-pen/Medical Administration, Lifeguarding (with waterfront module), Small Water Craft (canoe or kayak). **If not current, must be willing to obtain valid certification prior to the start of the camp season.**
- H. Possess a valid driver's license and a clean driving record (*Copy of driving record(s) required*)
- I. Possess a valid health/vaccination record (*required*).
- J. Possess enthusiasm for working with children and a sense of humor
- K. Possess a passion for adventure in the outdoors.
- L. Be 25 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 other Instructors, Lead Adventure Camp Instructor, Camp Counselors, Resident EE Staff, Camp Director, and other NCNC staff to provide high quality adventure education experiences to all NCNC Summer Camp participants and TNT volunteers



B. Camp Curricula & Activities

- i. Helping to plan and lead interactive and interdisciplinary camp programs for campers Ages 11-13 that focus on ecology and natural history, ecology, team building and adventure education while maximizing use of our outdoor classroom space and including field trip components.
- ii. Provide enthusiastic and innovative instruction - teaching through hands-on and inquiry-based methods that encourage exploration, awareness, appreciation, and stewardship of the natural environment.
- iii. Safely lead groups of up to 15 children in an outdoor setting and on offsite day field trips and expeditions while enacting solid group/behavior management protocols (handle camper adjustments in a caring and age-appropriate manner)
- iv. Helping with NCNC camping equipment maintenance, preparation, storage and inventory.
- v. Assist in the accurate check-in/check-out of campers and greeting parents.
- vi. Assist during snack and meal breaks, preparing food as necessary
- vii. Lead the entire camp in games, songs and activities as assigned by the Camp Director.
- viii. Handle/teach with captive wildlife as your training allows.

C. Teacher-Naturalist in Training (TNT) Program

- i. Help to supervise all Teacher/Naturalist in Training (TNT) volunteers assigned to your camp group

D. Coordination & Logistics

- i. Coordinating with the Camp Director, Assistant Director, and Lead Adventure Camp Instructor for the implementation of logistical plans, curriculum development and transportation schedules.
- ii. Help to increase sustainable and eco-friendly components of camp programs.
- iii. Preparing and rationing the food for campouts and expeditions.
- iv. Safely transporting participants to areas of activity in camp vans.

II. Camper Health and 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 staff and 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. Ensure proper records and storage for any camper medications within Medication protocol of camp.



IV. Supervision and Support

Assistant Adventure Camp Instructor reports to the Camp Director and/or Assistant Director.

- A. Work cooperatively with Lead Adventure Camp Instructor.
- B. Help supervise high-school interns assigned to your group through our Teacher-Naturalists-in-Training (TNT) program.
- C. Work with other Adventure Camp staff to maintain continuity and thematic connections throughout the Apprentice, Journeyman, and Master levels of Adventure Camp.

V. Attendance

The Assistant Adventure Camp Instructor must:

- A. Attend staff training & orientation prior to the start of camp.
- B. Attend all morning staff check-ins & afternoon staff debriefs when on-site.
- C. Attend all staff meetings (Monday mornings) and any other scheduled meetings when on-site.
- 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.
- F. Participate in and supervise day trips and overnight campouts and, if needed, fill in as a substitute for other Adventure Camp staff.

VI. Miscellaneous

The Assistant Adventure Camp Instructor must be willing and prepared to assume other appropriate duties as assigned by the Camp Director.

Assistant Adventure Camp Instructor (ages 11-13)

Essential Functions

It is essential that the staff member be able to:

- Work the hours needed to fulfill duties (can go beyond typical 40 hour work week as needed and with approval of Camp Director).
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively and positively with campers, parents, camp staff, NCNC staff and Camp Directors.
- Help supervise the safe loading and unloading of camp vans.
- Help to maintain accurate records and trip itineraries.
- Assist in coordinating logistics required for trips.
- Work with a diverse clientele and establish positive relations.
- Be energetic, enthusiastic and positive with a good sense of humor
- Provide supervision and support to the Lead Adventure Camp Instructor and other staff as needed.
- Possess strength and endurance required to maintain constant supervision of staff & campers.
- Appropriately respond to environmental, wildlife and other environmental hazards.
- Actively lead and participate in group activities (large and small).
- Be prepared to substitute for any other camp staff on short notice as needed.



New Canaan Nature Center

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www.NewCanaanNature.org

Compensation: \$16/hr

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

To apply, go to www.NewCanaanNature.org and fill out online application. Cover letter and resume required. 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