

Primitive Pursuits Summer Camp Directors 2017-2018

Make Fire. Laugh. Sing. Build a shelter. Build community. Play. Give Thanks. Join Primitive Pursuits as we create another extraordinary summer of kids connecting to the natural world through primitive skills, nature awareness, and exploration. We are looking for two exceptional folks to join our team as Camp Directors leading up to and during the 2018 camp season.

Primitive Pursuits in Ithaca, NY is seeking Summer Camp Directors who have a passion for teaching and the natural world and who have experience working with children and staff in outdoor environments. Experience with primitive skills, natural history of the Northeast, team management, and camp operation preferred. Training and teaching opportunities may be provided during the school year.

Two positions are available: the Camp Director position will start this fall as a part-time position and will transition to a full-time position next spring; the Overnight Camp Director will start next spring as a part-time position and will transition to full-time in summer. The positions are approximately 9 and 4 month positions, respectively, and exact dates are negotiable. Camps are in multiple locations near Ithaca NY, with the Overnight Camp Director position primarily at our Arnot Forest Campus location. Salaries range from \$11.25 – \$17.25 per hour, depending on experience and performance.

Camp Directors will oversee most aspects of staffing, programming, and camper relations for our 2018 summer camp season. Duties include staff hiring and training, site and resource organization, and program management.

Responsibilities include directing staff trainings, weekly staff meetings, staffing for summer camp weeks, managing camper information and groupings, maintaining fiscal records and working within a budget, maintaining camp resources and supplies, and interacting with parents, campers, staff, and administration as needed.

The overall safety and management of Primitive Pursuits includes compliance with New York State Department of Health regulations. The Directors are accountable for the overall management of the program and are specifically responsible for personnel management, program development and health and safety management in accordance with NYS and Cornell Cooperative Extension policies.

Responsibilities:

- Develop and coordinate Primitive Pursuits camp programs and activities for a safe, engaging, high quality summer program
- Provide organizational and programmatic support as necessary
- Oversee hiring and training of all summer camp staff
- Maintain fiscal records for summer camp program, including summer budget and fundraising efforts
- Assist Health Director in assuring that Health Department Guidelines are met
- Oversee the follow-through of any correspondence necessary related to camp functions and activities. i.e. summer staff contracts, permits, etc.

- Oversee camp recruitment and registration
- Oversee designation of camper placement within groups
- Address crisis management, discipline and troubleshooting issues related to campers and/or staff.
- Assist in determining supply and equipment needs and in ordering/purchasing
- Support and supervise instructors in organizing, implementing, decision-making and trouble-shooting
- Maintain a positive team atmosphere that includes campers, families, camp based and office based staff, and volunteers
- Schedule, supervise and evaluate program staff, including Lead Instructors, Instructors, CITs and volunteers, providing support and disciplinary measures when necessary.
- Assist in the evaluation of the camp itself, as well as the camping experience for youth participants.

Required qualifications:

- At least 21 years old
- At least 24 weeks of administrative or supervisory experience
- Experience teaching students of all ages in a variety of outdoor settings
- An understanding and acceptance of diversity
- Strong commitment to teaching and to sharing an appreciation for the natural world
- Ability to work well with minimal supervision, and to ask for assistance when needed.
- Familiarity with nature-connection educational culture
- Well-developed sense of humor, play and curiosity
- Ability to manage conflict situations appropriately
- Excellent social, communication, writing and computer skills
- ARC Responding to Emergencies First Aid and CPR for the Professional Rescuer or equivalent training.

Preferred Qualifications:

- Prior camp experience, background in outdoor skills or natural history, experience managing a staff of up to 60 individuals, flexibility, and a playful team spirit.

Apply online at: www.primitivepursuits.com/opportunities/employment
(click on the “Request an Application” button)