



## Primitive Pursuits

Primitive Pursuits is an environmental education program of Cornell Cooperative Extension of Tompkins County, a national not-for-profit based in Ithaca, New York. Our mission is to steward the health of our community by fostering life-long relationships with the natural world for children and adults.

During the summer, Primitive Pursuits offers day camps and an overnight Wilderness Camp for youth aged 9-16 at the Arnot Forest Field Campus, located at 611 County Rt. 13 in Cayuta, NY.

<b>Job Title:</b>	Overnight Camp Director	<b>Date:</b>	<b>May - August</b>
<b>Direct Supervisor:</b>	Summer Camp Director	<b>Salary Range:</b>	<b>\$14-17/hr</b>

### Position Description:

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

This role necessitates living on site at our location, which includes a cabin and access to shared kitchen space. Position will begin in late May part time, then transition to full time in mid June.

### Responsibilities:

- Develop and coordinate Primitive Pursuits overnight camp programs and activities for a safe, engaging, high quality summer program
- Provide organizational and programmatic support as necessary
- Oversee training of all overnight summer camp staff
- Maintain fiscal records for overnight summer camp program, including summer budget
- Assist and oversee Health Director/Nurse in assuring that Health Department Guidelines are met.
- Implement Summer Camp Safety Plan per Health Department requirements
- Oversee the follow-through of any correspondence necessary related to camp functions and activities. i.e. summer staff contracts, permits, etc.
- Communicate with parents as necessary
- 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
- Oversee the Kitchen staff and the daily operations of communication with the kitchen and the staff
- Schedule, supervise and evaluate program staff, including Lead Instructors, Instructors, volunteers, providing support and disciplinary measures when necessary.
- Maintain camp organization, cleanliness and facility related issues throughout camp season. This includes end of camp facility clean up
- Facilitate 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, background in outdoor skills and natural history
- Well-developed sense of humor, play and curiosity
- Ability to manage conflict situations appropriately
- Excellent social, communication, writing and computer skills
- Required certifications include: Responding to Emergencies First Aid and CPR for the Professional Rescuer or equivalent training, NYS Online Defensive Driver's Course
- Prior overnight camp experience, experience managing a staff of up to 40 individuals, flexibility, and a playful team spirit.

