



## Primitive Pursuits

Primitive Pursuits is an environmental education program of Cornell Cooperative Extension a national not-for-profit established in 2000 and 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.

<b>Job Title:</b>	Summer Camp Coordinator	<b>Date:</b>	June – August
<b>Direct Supervisor:</b>	Summer Camp Director	<b>Salary Range:</b>	\$11-16 per hour

### General Purpose:

This 25 hour a week seasonal position provides support and logistical organization to our summer camp systems. This role is vital for the smooth communication and overall success of camp. This position requires the ability to be a systems thinker and a drive for organization and efficient work ethic. Work to support the behind the scenes of camp to provide assistance and problem solving where we need it most. It provides an excellent lens on providing experiential education.

### Responsibilities:

- Organize and operate small portable camp store at each site once a week
- Organize and track supplies and equipment in our central storage barn and oversee sign-out and return of equipment for staff and satellite locations
- Purchase and replenish supplies as necessary, all camp shopping
- Purchase and delivery of weekly food supplies to all locations for camper food and staff food.
- Must be a positive role model
- Keeps records of camp expenses, including personal mileage
- Assist with checkin and checkout administrative tasks
- Act as liaison with Office and registrar
- Work with staff photographer and photojournalist to publish and post week Blog
- Keep track of weekly paperwork and filing, including immunization records
- Manage the distribution of camp t-shirts weekly
- Manage laundry systems and lost and found
- Manage the cleanliness of the staff kitchen and the CSA delivery to staff campers
- Take on other roles as necessary, including Tribe Leader or Instructor

### Qualifications and Competencies:

- Previous experience to show strong organizational abilities, systems thinking and creative problem solving
- Flexible--ability to adapt to different environments and schedules
- Interest and experience nature connection with youth
- Team player who is responsible and hard-working
- Strong assessment abilities
- Enjoys working with children
- Must have a valid driver's license
- At least 21 years old
- Ability to work well with minimal supervision and to ask for help when needed
- Well-developed sense of humor, play and curiosity
- Ability to manage conflict situations appropriately
- Excellent social, communication, writing and computer skills