



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.

Job Title:	Summer Day Camp Director	Date:	January - September
Direct Supervisor:	Summer Camp Director	Salary Range:	\$11.25-17.25 per hour

General Purpose:

Day Camp director will oversee most aspects of staffing, programming, and camper relations for our summer camp season. Duties include staff hiring and training, site and resource organization and program management. Responsibilities include directing staff trainings, weekly staff planning meetings, 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 director is 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 Health Department and Cornell Cooperative Extension policies. This position are approximately 9 months and exact dates are negotiable.

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.

Qualifications and Competencies:

- 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 nature
- Works well with minimal supervision, and asks for assistance when needed
- Required certifications include: Responding to Emergencies First Aid and CPR for the Professional Rescuer or equivalent training, NYS Online Defensive Driver's Course
- Prior camp experience, background in outdoor skills and/or natural history, experience managing a staff of up to 40 individuals, flexibility, and a playful team spirit.
- Significant experience with nature awareness culture, such as Wilderness Awareness School, Art of Mentoring, or Kamana

- Well-developed sense of humor, play and curiosity
- Manages conflict situations appropriately
- Excellent social, communication, writing and computer skills
- Ability to work some weekends and evenings
- Current driver's license with clean driving record
- Ability to pass NYS background checks