

Grand Traverse Conservation District
Nature Day Camp Specialist
Vacancy Announcement

ABOUT THE GRAND TRAVERSE CONSERVATION DISTRICT

The Grand Traverse Conservation District (GTCD) is a community-serving organization that cares for the people and places that make Northwest Michigan so special—our local farms, our schools, and our exquisite rivers, lakes and natural areas. Our full time staff of education and conservation experts delivers a variety of programs and services that serve our mission to inspire exploration, appreciation and conservation of our natural world.

POSITION SUMMARY

The Day Camp Specialist works with the Education Team to further the mission of the Grand Traverse Conservation District by supporting the activities of the Education Team, led by the Education Director/Camp Director. Primary responsibilities include developing and delivering environmental education programs, creating and maintaining signage and exhibits, and representing the organization at the Boardman River Nature Center and throughout the community.

RELATIONSHIPS

Reports to:	Education Director/Camp Director (ED/CD)
Supervises:	Volunteers, campers
Works with:	Education team, volunteers, campers
External Stakeholders:	Park users, partner organizations, Nature Center visitors, Nature Center program participants

RESPONSIBILITIES

The Day Camp specialist will:

- Assist with the development and delivery of environmental education programs for K-12 students, teachers and the general public in a variety of settings.
- Assist with the development and delivery of ten (10), week-long summer day camp programs for youth.
- Assist with the development and maintenance of hands-on activities, signage and displays in the Boardman River Nature Center exhibit hall, including animal care.
- Assist with volunteer training and other administrative duties as assigned.
- Assist with GTCD special events, including retail sales and inventory as needed.
- Provide excellent customer service and develop a positive and welcoming relationships with Nature Center users, partners and other stakeholders.
- Assist ED/CD in ensuring that camp licensing requirements are followed.

STANDARDS OF PERFORMANCE

Success is measured by the degree to which the individual:

- Is punctual and is prepared to work;
- Creates and maintains a safe work environment;
- Completes work in a timely manner;
- Exhibits ability to work well with others;
- Follows State of Michigan Day Camp guidelines.

Grand Traverse Conservation District

1450 Cass Road, Traverse City, MI 49685 // 231.941.0960 // www.natureiscalling.org

WORKING CONDITIONS

GTCD's offices are located in the Boardman River Nature Center in Traverse City, MI. The coordinator will frequently be in the field, which may involve traversing uneven, boggy, and submerged terrain in wide ranges of air temperatures and weather. Responsibilities will require taking campers on field trips.

REQUIRED KNOWLEDGE AND EXPERIENCE

Formal Education or Equivalent:

- Currently enrolled or recently graduated in a degree program in education, ecology, biology, conservation, natural resources, or other related field, or possess related work experience.

Positions Requirements:

- Must be able to work through August 24, 2018;
- Must Complete 30 hours training (required);
- Must have experience working in a Nature Center or Environmental Education;
- Must have knowledge of Michigan natural resources.

Related Work Experience:

- Experience with the development and/or delivery of education programs for children is strongly preferred;
- Customer service experience preferred;
- Experience developing and delivering Camp Curriculum is strongly preferred.

Skills

The Day Camp specialist will have:

- Exceptional organization and presentation skills;
- Excellent oral, telephonic and written communication skills;
- Excellent social and interpersonal skills, be a team player, and relate positively with people of different ages, cultures and abilities;
- Working knowledge of natural history, child development, classroom management and environmental stewardship preferred;
- Computer literacy including Microsoft Office and web applications;
- Current certification in CPR and basic first aid, or willingness and ability to acquire these certifications.

Other:

- Safely operate a motor vehicle and is licensed to do so;
- Lift and handles materials of up to 35 pounds without assistance;
- Communicate effectively, both verbally and in writing, in the English language;
- Lead and manage a group of 10 children under the age of ten;
- Work efficiently outdoors in varying conditions and terrain;
- Work flexible hours, including evenings and weekend.

COMPENSATION

The Day Camp specialist is a seasonal employee working up to 40 hours/week for up to 12 weeks. This position is not exempt from overtime requirements with an hourly wage of \$10.00/hour seasonal positions are not eligible for benefits. Some evenings and weekend work may be required.

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PREFERRED START DATE

June 11, 2018

TO APPLY

Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to the Grand Traverse Conservation District Education Director/Camp Director Taryn Carew at tcarew@gtcd.org. The application can be found on the GTCD website www.natureiscalling.org/about/employment.

Applications must be received no later than 5:00pm EST March 23, 2018 or until filled

The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.

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