

Position Description

NATURE DAY CAMP SPECIALIST

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 staff of education and conservation experts deliver a variety of programs and services that serve our mission to lead, facilitate and inspire exploration, appreciation, conservation and restoration of our natural world.

POSITION SUMMARY

The Nature 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

Works with: Education team, volunteers, campers

External Stakeholders: Parkland users, partner organizations, Nature Center visitors, Nature Center program participants

RESPONSIBILITIES

The Nature 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 ages 5-11 year olds.
- Assist with GTCD special events, including retail sales and inventory as needed.
- Provide excellent customer service and develop positive and welcoming relationships with Nature Center users, partners and other stakeholders.
- Assist with ensuring that camp licensing requirements are followed.
- Assist in cleanup of the Nature Center and grounds.

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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 Camp Licensing Guidelines

WORKING CONDITIONS

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

REQUIRED KNOWLEDGE AND EXPERIENCE

Formal Education or Equivalent:

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

Positions Requirements:

- Able to work through August 23rd, 2024
- Complete 30 hours training (required)
- Must be over 18 years of age

Related Work Experience:

- Experience with the development and/or delivery of education programs for children is strongly preferred;
- Customer service experience preferred;
- Knowledge of State of Michigan Camp Licensing Guidelines is strongly preferred;
- Experience with day camp programming within State of Michigan preferred;
- Knowledge of Northern Michigan natural surroundings required;
- Experience developing and delivering camp curriculum is strongly preferred.

Skills

The Nature Day Camp Specialist will have:

- Exceptional organization and presentation skills;
- Excellent oral, telephonic and written communication skills;

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- 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, Google Suite and web applications;
- Current certification in CPR and basic first aid, or willingness and ability to acquire these certifications.

Other:

- Safely operates a motor vehicle and is licensed to do so;
- Lifts and handles materials of up to 35 pounds without assistance;
- Communicates effectively, both verbally and in writing, in the English language;
- Able to work efficiently outdoors in varying conditions and terrain;
- Must be able to work flexible hours, including evenings and weekends.

COMPENSATION

The Nature 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 \$15.00/hour. Seasonal positions are not eligible for benefits. Some evenings and weekend work may be required.

PREFERRED START DATE: June 3, 2024

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 and Camp Director Rachel Straughen at rstraughen@gtcd.org. The application can be found on the GTCD website www.natureiscalling.org/about/employment.

***Applications accepted until positions are filled.**

The Grand Traverse Conservation District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.