

**Grand Traverse Conservation District**  
**Day Camp Coordinator**

**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 Coordinator 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

**RESPONSIBILITIES**

The Day Camp Coordinator will:

- Development and delivery of environmental education programs for K-12 students, teachers and the general public in a variety of settings.
- Development and delivery of ten, 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 camp staff scheduling and administrative duties as assigned.
- 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 relationship with Nature Center users, partners and other stakeholders.
- 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,
- Follow State of Michigan Day Camp guidelines.

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## **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 Bachelor's 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 two years or more experience working in camps,
- Must be able to know and follow State of Michigan Camp guidelines,
- 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;
- Knowledge of State of Michigan Camp licensing rules and regulations is strongly preferred;
- Experience in planning and executing day camp programming within State of Michigan, Camp Licensing Standards required;
- Knowledge of Northern Michigan natural surroundings required;
- Experience developing and delivering Nature Day Camp Curriculum is strongly preferred.

Skills

The Day Camp Coordinator 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;

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- Work efficiently outdoors in varying conditions and terrain;
- Work flexible hours, including evenings and weekend.

### **COMPENSATION**

The Day Camp Coordinator 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 \$12.00/hour. Seasonal positions are not eligible for benefits. Some evenings and weekend work may be required.

### **PREFERRED START DATE**

June 4, 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](mailto:tcarew@gtcd.org). The application can be found on the GTCD website [www.natureiscalling.org/about/employment](http://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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