



# Summer Camp Program Assistant

**DEPARTMENT:** Education

**SUPERVISOR:** Lindsay Whitaker, Youth Programs Manager

**DATES OF EMPLOYMENT:** May 16-Aug. 3, 2022

**HOURS:** Monday-Friday, 8:00 am - 4:00 pm (hours may vary; could be 9 am-5 pm, 8:30-4:30, etc.)

*Ijams Nature Center is an Equal Opportunity Employer, working to create experiences of belonging for all. In order to further these goals Black, Indigenous, People of Color, immigrants, women, LGBTQIA+ candidates, people with disabilities, and people of all economic realities are strongly encouraged to apply.*

## PROGRAM AND SUMMARY

Ijams Nature Center is a 318-acre nonprofit learning center and preserve on the southern banks of the Tennessee River near Knoxville's urban center. Ijams offers 8 weeks of summer camp, including Nature Preschool Camp, Nature Discovery Camp, and Nature Adventure Camp, bringing in about 600 campers ages 3-12 taught by a staff of roughly 20 educators. All camp programming is outside, rain or shine. The Summer Camp Program Assistant coordinates and oversees the programmatic and logistical operations of Summer Nature Adventure and Nature Discovery camps, serving as the liaison between the Youth Programs Manager and camp staff, campers, and parents. The emphasis for this position is on exceptional delivery of camp programs by mentoring Summer Camp Educators, coordinating program schedules, leading large-group activities, and serving as the primary contact in addressing issues that arise with counselors, campers, and/or parents/guardians. This person may be called on to teach if staff are out. A key component of this position is possessing the comfort and ability to work outside in all weather, as well as in an office at a computer.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Co-facilitate and implement camp staff training with Youth Programs Manager.
- Assist with coordinating and overseeing daily responsibilities of all summer camp staff, and the programmatic and logistical needs of the camp programs.
- Co-lead weekly staff meetings and opportunities for staff development throughout the summer.
- Coordinate all aspects of summer camp activity schedules, and communicate them to the Youth Programs Manager and other staff to ensure smooth delivery.
- Assist with development/expansion of camp curriculum, activities, and materials.
- Maintain program materials in an organized and efficient way.
- Plan and facilitate large-group activities on a weekly basis.

- Review camper registration and health forms; create and distribute summary sheets for camp staff on a weekly basis, outlining concerning camper health, restrictions, and other important information.
- Serve as the main line of communication with campers and their parents/guardians, and assist with addressing their needs.
- Provide intervention, conflict mediation, and individual attention to campers who are in crisis or experiencing peer conflicts, personal struggles, or illness/injury.
- Create and assemble weekly documents necessary for tracking attendance of registered campers; ensure campers are signed in and out by approved adults each day.
- Assist with monitoring camp registrations through online, phone, and in-person registration.
- Other duties as assigned.

## **QUALIFICATIONS/REQUIREMENTS**

- A minimum of 2 years of experience working in camp, nature center, youth program, outdoor recreation, or childcare settings.
- Strong working knowledge of program design and implementation, child development, natural history, outdoor recreation, and camping industry standards, regulations, and risk management.
- Experience and ability to mentor, support, and supervise program staff.
- Significant teaching, coaching, or mentoring experience with children outside. Ideal candidates have experience in summer camps, classroom teaching, environmental or outdoor education, or natural ecosystems.
- Strong group management skills and ability to communicate effectively with learners and staff with different physical, mental, and emotional needs.
- Strong organizational skills and the ability to balance multiple projects and troubleshoot with minimal supervision.
- High degree of initiative, creativity, and motivation while maintaining a positive attitude and flexibility.
- Fluency in Microsoft Office Suite and Google Apps. Willingness to learn new programs as needed.
- Must be First Aid and CPR certified by the first day of employment.
- Upon being offered a position, all potential hires must successfully complete a pre-employment, post-offer background screening and motor vehicle record screen (MVR).
- Willingness to receive feedback, grow personally and professionally, and develop new skills.

## **WORK CONDITIONS**

- This position requires a candidate with the ability to lead and participate in all camp activities, and perform safety and emergency procedures when necessary.
- Candidates must be able and willing to scramble over rocks, canoe and kayak on flat water, wade and walk through water up to 3 feet deep, participate in a high ropes and challenge course secured in a harness above the ground, crawl and maneuver through underground caves, and hike up to 5 miles per day across rocky, hilly, and uneven terrain.

- This position requires being outside in all conditions, and this employee may be exposed to dust, a wide range of temperatures, inclement weather, noise, pollen and allergens, and fumes.
- Candidates must be able to lift, carry, and/or move 15-60 pounds for approximate distances of up to 300 feet; bend; reach overhead with hands and arms; use fingers to write or type and handle or feel; walk or stand for long periods; crouch; stoop; kneel; climb stairs; shovel; work in narrow and/or confining spaces underground, overhead, and at ground level; twist at the waist, shoulder, and legs; and lie on stomach and/or back.

## **COMPENSATION**

- Pay ranges from \$11.50-\$12.50 per hour, commensurate with experience
- Discounts on Ijams Nature Center merchandise and programs
- Free Navitat Canopy Adventure experiences

## **APPLICATION INFORMATION AND HIRING TIMELINE**

- [Complete and submit your application here](#). This is also where you'll submit a resume and 3 professional references. Applicants are encouraged to include all professional and personal experience that is relevant to this position. Applications are accepted on a rolling basis, or until positions are filled.

If you have any questions about the position, or trouble with the form, please email Lindsay Whitaker, Youth Programs Manager, at [campjobs@ijams.org](mailto:campjobs@ijams.org).