



SHADY TRAILS CAMP

Position: Nature Coordinator

Desired Qualifications:

- Training and experience in teaching environmental science.
- Current CPR and First Aid certifications.
- Ability to set up nature center and program and to teach staff and campers of all ages.
- Ability to supervise counselors and to make scheduling assignments.
- Desire and ability to work with children outdoors.
- Ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor and patience.
- High school graduate, at least 18 years of age

Responsible To: Camp Director

General Responsibility: To plan, direct and supervise the camp's environmental education program.

Specific Responsibilities:

1. Set up the nature center.
2. Teach staff their responsibilities during staff training.
3. Teach and monitor proper use of equipment.
4. Conduct initial and end-of-season inventory, and store equipment for safety.
5. Check equipment and make or arrange for repairs.
6. Conduct daily check of nature center and equipment for safety, cleanliness and good repair.
7. Conduct environment classes at camp and on field trips.
8. With Recreation Coordinator, plan and coordinate field trips.
9. Keep records on all participants; monitor their progress in all areas of environmental study.
10. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions:

1. Ability to train staff and provide instruction to campers.
2. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Ability to identify and respond to hazards.
4. Ability to work with different age and skill levels.
5. Ability to plan and conduct field activities.