Taltree Arboretum & Gardens Foundation, Inc.

Title: Camp Counselor

Status: Full Time, Seasonal (June 13\textsuperscript{th}, 2016-August 4\textsuperscript{th}, 2016)

Salary: $8/Hour

Reports to: Director of Grants and Research

Supervises: Volunteers

Position Overview: This position is responsible for educating the public about Taltree’s mission and assisting education staff with camp implementation.

Essential Job Responsibilities:

• Lead all daily camp activities including environmental education, hiking, crafts, field trips, etc.
• Be responsible for campers at all times when on duty.
• Willingness to work in a high paced environment.
• Supervise campers at all times.
• Help keep camp space tidy and clean.
• Assist camp director and staff on camp projects.
• Be able to work early mornings and later evenings. Staff is expected to be present 15 minutes prior to camp starting to begin set up.
• Assist camp director and staff in camp preparations.
• Be able to hike over uneven terrain, hike for at least 2 miles, and be able to lift 35 pounds.
• Assist camp director and staff with camp clean-up at the end of summer camp.
• Other duties as assigned.

Required Qualifications:

• At least 2 years of work towards a Bachelor’s degree in Science, Biology, Earth Sciences, Geology, Environmental Sciences, Wildlife Biology, or Education.
• At least one year of experience with students and/or campers.
• Comfortable with being in an outdoors setting in all types of weather.
• CPR/AED/First AID Certification.
• Be available on Monday, June 13\textsuperscript{th}, 2016 for staff training.
• To be eligible for employment, all applicants must pass a criminal background check, driving records check, and be finger-printed.

Preferred Qualifications:

• Experience working for a not-for-profit institution.
• Volunteer management experience.
Licenses and Certifications:
• Must possess a valid State of Indiana Driver’s License.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to write, clean, and assemble; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is frequently required to stand and walk. The employee is occasionally required to sit and climb, or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and/or insects and domestic and wild animals. The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Taltree is an equal opportunity employer. We do not discriminate against race, gender, sexual orientation, religious preference, disability, and will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

By signing below, I signify that I have read and reviewed this job description. I understand the content and have had the opportunity to comment. I understand that I am responsible to abide by this job description and related expectations communicated to me by the Director of Grants and Research.

Employee Signature: _________________________________ Date: __________________________