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, Nature Center program participants

RESPONSIBILITIES
The Day Camp Coordinator 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 eight (8), 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 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 and positive and welcoming relationships with Nature Center users, partners and other stakeholders.
• Assist ED/CD in 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.

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. 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 26th 2016
- Complete 24 hours training (required)

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 programing 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 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 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 $9.00/hour. Seasonal positions are not eligible for benefits. Some evenings and weekend work may be required.

PREFERRED START DATE
June 20, 2016

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. The application can be found on the GTCD website www.natureiscalling.org/about/employment.

Applications must be received no later than 4:30pm EST Friday, May 20 2016 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.