



Ijams Nature Center

2021 Summer Nature Adventure Camp

Camp Coordinator Position Description

At Ijams Nature Center, we are a team of nature enthusiasts and educators, working together to help ensure that each camper has a wonderful and enriching camp experience. It takes an excellent staff to run a successful summer camp, and we take great pride in the individuals that are carefully selected each year to care for our campers. This year we are hiring for one **Camp Coordinator** position in our day camp for children ages 6 to 12. Below is a description of the position, including essential responsibilities and requirements.

To Apply: Email a cover letter and resume to Tyler Edmondson, Youth Programs Manager, at tedmondson@ijams.org. Applications accepted on a rolling basis until position fills.

Title: Camp Coordinator (Day Camp)

Type of Position: Seasonal, Full-time, Non-Exempt

Reports To: Youth Programs Manager

Direct Reports: Lead Summer Camp Counselors and Camp Counselors

Location: Ijams Nature Center, 2915 Island Home Avenue, Knoxville, TN 37920

Pay Rate: \$11.50-12.50 per hour, commensurate with experience

Duration: This position will May 17, with pre-camp planning and preparations to occur prior to the summer. All camp staff are expected to be available for Staff Training (May 27-28 and May 31-June 4) and the entire camp season (June 7-July 30).

Hours: The position will be required to work Monday-Friday between the hours of 7:30 a.m. and 5:00 p.m., with daily shifts ranging between 7 and 9.5 hours. Occasional overtime hours will be required, and these will be compensated.

Benefits: Day Camp hours with evenings and weekends off; the opportunity to work in the great outdoors, work with children, and build friendships; the chance to develop communication and leadership skills; possible internship credit; free Navitat Canopy Adventure experiences; and, of course, having fun!



Summary: This position coordinates and oversees the programmatic and logistical operations of Summer Nature Adventure 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 Lead and Camp Counselors, 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.

Essential Duties and Responsibilities IN ADDITION to those of Lead and Summer Camp Counselors:

- Work closely with the Youth Programs Manager to foster an effective approach to co-management and a positive, cohesive work environment for camp staff.
- Provide leadership, mentorship, resources, and support to all seasonal camp staff and volunteers, in order to maintain focus and morale throughout the summer.
- Assist with coordinating and overseeing daily responsibilities of all summer camp staff and volunteers.
- Assist with creating staff schedules for each camp session and ensuring that timesheets are completed by staff in an accurate and timely manner.
- Lead relevant aspects of staff training, and provide opportunities for staff development throughout the summer.
- Assist with leading two, hour-long staff meetings each week camp is in session.
- Enforce camp policies to ensure staff and campers have a safe and enjoyable camp experience.

- 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, including thematic morning assemblies, arts and crafts projects, and end-of-session all-camp activities.
- Review camper registration and health forms; create and distribute summary sheets for counselors 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.
- Assist in communication with parents about the camp schedule, suggested apparel, and any other questions or topics that may arise regarding participation.
- Provide Life-Space Intervention, conflict mediation, and individual attention to campers in crisis or experiencing peer conflicts, personal struggles, or illness.
- 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 tracking all participant numbers, scholarships, and other spending as-needed and provide required information to Youth Programs Manager.
- Assist with monitoring camp registrations through online, phone, and in-person registration.
- Assist in communication and coordination with staff of outside organizations that bring children to attend camp on scholarship.
- Act as a vital link in communication and response during emergency situations.
- Other duties as assigned, including filling roles of other camp positions, as necessary.



Qualifications/Requirements:

- Bachelor's degree in Education, Recreation, Environmental Interpretation, or a related field, with a minimum of 2 years of experience working in camp, nature center, youth program, outdoor recreation, or childcare settings.
- A minimum of 1 year of experience coordinating and supervising staff and/or volunteers.
- Solid understanding of program design and implementation, child development, natural history, outdoor recreation, and camping industry standards, regulations, and risk management.
- Responsible, creative, relational, enthusiastic, flexible, and resourceful team player; self-motivated, results-oriented, and dedicated to providing campers and parents with quality and enriching experiences.
- Excellent organizational, logistical, and time-management skills with proven ability to handle multiple tasks and roles efficiently with little direct guidance, rapidly adapt to changing environment, prioritize, meet deadlines, and possess a strong work ethic. Must be detail-oriented.
- Outstanding communication, interpersonal, networking, and customer service skills with proven ability to cultivate and maintain harmonious relationships with parents, children, colleagues, and the general public.
- Good character, sense of humor, positive attitude, patience, maturity, sound judgment and decision-making skills, and a passion and enthusiasm for nature and children.
- Strong team-building skills and an ability to lead one's peer group. Must also be able to accept supervision and guidance.
- Experience working with audiences who are diverse in culture, age, race and physical abilities.
- Experience and demonstrated proficiency using Microsoft Office suite and registration software.
- Valid driver's license.
- Must successfully complete a pre-employment, post-offer background screen, and motor vehicle record screen (MVR).

- Must be first Aid and CPR certified by first day of employment.
- Access to a personal cell phone, with a willingness to utilize it for camp communications.

Work Conditions:

- While performing the duties of this job, this employee is frequently required to sit, talk, hear, use keyboard, view computer monitor for potentially long periods and use phones. The position requires use of office equipment such as computer, copier, hole punch, calculator, fax machine, postage machine and Point-of-Sale system. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- This position requires a candidate in good physical condition, with the ability to lead and participate in camp activities which include, but are not limited to, rock scrambling/bouldering, creek exploration, canoeing, team building initiatives, caving, physical games, and hiking up to 5 miles across, rocky, hilly, and uneven terrain over the course of one day.
- Must be able to lift, carry, and/or move 15-60 pounds for approximate distances 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.
- This position requires being outside in all conditions, including inclement weather and a wide range of temperatures. While performing the duties of this job, this employee may be exposed to dust, temperature variance, weather variance, noise, pollens and fumes.

To Apply: Email a cover letter and resume to Tyler Edmondson, Youth Programs Manager, at tedmondson@ijams.org. Applications accepted on a rolling basis until all positions are filled.

Ijams Nature Center is an equal rights employer committed to diversity in staff, Board of Directors, volunteers, visitors and program participants without discrimination on the basis of race, religion, color, national origin, gender, sexual orientation, age or disability.

