



4640 Walnut Lake Road
West Bloomfield, MI
48323

Phone: 248.451.1900
Fax: 248.738.2529

JOB POSTING

West Bloomfield Parks and Recreation is filling a Summer Nature Camp Director aiding our Department's nature based summer camps.

The position is a seasonal position 32-40 hours per week, weekdays; occasional nights or weekends.

JOB SUMMARY:

- Provide leadership in conducting camp activities, such as crafts, games, field trips, outdoor recreation and special events
- Assist Park Naturalist with programming, staffing and equipment
- Ensure the safety and well-being of campers
- Supervise Nature Camp Counselors and participate in weekly staff meetings
- Other duties as assigned

For a complete job description with primary duties and responsibilities, as well as minimum qualifications, go to www.westbloomfieldparks.org and click on Employment Opportunities.

HOURS: Seasonal. Full-time (approximately 32-40 hours per week). The camp day begins at 9:00am and ends at 4:00pm. Park Naturalist will determine actual schedule. Includes community nature interpretive programs on some nights and weekends.

HOURLY RATE: \$12.00

START DATE: June 20th or earlier if available

TO APPLY: To be considered for this position, **please submit a completed application and resume on or before 12/14/15 to:**

Ruth Lyons, Executive Assistant
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
rl Lyons@westbloomfieldparks.org

Commission Members

Merv Aronoff
Robert Brooks
Margie Fiszman-Kirsch
Joe Green
Carol A. Hack
Marc E. Jeffries
Paul Karmo

Jennifer Tucker, CPRP, Executive Director

Blank applications are available at West Bloomfield Parks and Recreation or download a copy online at www.westbloomfieldparks.org.

West Bloomfield Parks and Recreation Commission

Summer Nature Camp Director

Job Description

Position:

1. This position is a seasonal Nature Camp Director position with the Recreation Division of the West Bloomfield Parks and Recreation Department.
2. The job assignments for this position include but are not limited to:
 - Provide leadership in conducting camp activities, such as crafts, games, field trips, outdoor recreation and special events
 - Assist Park Naturalist with programming, staffing and equipment
 - Ensure the safety and well-being of campers
 - Supervise Nature Camp Counselors and participate in weekly staff meetings
 - Willing and available to work when/where needed
 - Other duties as assigned
3. Report directly to Park Naturalist.

Schedule:

The camp day begins at 9:00am and ends at 4:00pm. Park Naturalist will determine actual schedule. Weekly schedule may include a shift beginning at 7:15am and/or ending at 6:30pm. Staff is to be flexible and available to work when needed. Director must complete all work responsibilities before dismissal. Approximately 32-40 hours per week.

Salary:

This position pays hourly. The beginning rate is \$12.00 per hour. Persons serving in this position are not eligible for fringe benefits.

Qualifications:

- Must be at least 21 years of age and have some experience working with children
- All staff must pass a criminal history check and central registry clearance
- Must go through a panel interview process
- Bachelor's degree in environmental science, biology, education or related field preferred
- Must possess a strong interest and enthusiasm about the environment and a desire to share that appreciation of nature with children and the public, as well as must be outgoing, personable and love working with children
- Experience in curriculum development of weekly lesson plans for summer camps and other programs, according to theme and age (ages 3-14) and environmental education program delivery
- Responsible for interviewing, training and supervising two Nature Summer Camp Counselor positions (interviews will be conducted on 2/12/16, 3/11/16, 3/12/16)
- Provide recommendations for and follow program budget
- Maintain positive communication with participant's parents enrolled in Nature Camp as well as visitors to the Nature Room
- Willingness to work with and care for captive animals including reptiles and amphibians
- Experience canoeing/kayaking/camping with youth
- Assist in interpretive hikes, tours and community programs as needed
- Camps run from June 27th- August 19th, **MUST** be available during this entire timeframe. **Mandatory** camp training days are the week of June 20th. Public nature interpretive programs will be conducted May-June.

Must complete application on our website at www.WestBloomfieldParks.org. Applications Due by 12/14/15 or until position is filled. Interviews to be conducted prior to 2/1/16.

I have read and understand the above Job Description.

Employee

Employee's Supervisor

Date