

# Camp Wonderful

## *Job Description*

Job Title: **Program Specialist: Outdoor Skills/Camping**  
Incumbent:  
Classification: *Nonexempt (Seasonal)*  
Reports to: *The position generally would report to the Program Director although in some camp operations this position may be part of a tripping or outdoor adventure program area.*

### Position Purpose:

To further the mission of the camp through the development and delivery of outdoor skills activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the outdoor skills equipment and supplies.

### Major Challenge:

The delivery of a safe and fun program for campers with varying degrees of knowledge, skills, and abilities.

### Essential Job Functions:

1. Develop and deliver an outdoor skills program that is appropriate for the age and ability of the campers and that utilizes the natural environment and the value of minimum-impact camping
  - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers and encompass skills in safety in the outdoors, orienteering, nature exploration, fire building, outdoor cooking, and other camp craft skills.
  - ♦ Evaluate abilities of campers and staff.
  - ♦ Design and deliver outdoor skills activities that ensure production of varied projects for each camper.
  - ♦ Evaluate the success of the outdoor skills program.
2. Ensure that camp staff and campers know and follow safety and educational procedures
  - ♦ Assist in the implementation of staff training for outdoor skills.
  - ♦ Train other staff in their responsibilities in the outdoor skills program area.
  - ♦ Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the outdoor skills program area
  - ♦ Maintain the outdoor skills equipment including *(Please list any specific equipment or supplies that may be the responsibility of this position. Include specialty items such as cook stoves, camping equipment, tents, compasses, etc.)*.
  - ♦ Prepare and implement safety checks for times when kiln is in use.
  - ♦ Ensure the security of the outdoor skills equipment and supplies including clear inventory and planning for replacement of supplies in a timely manner.
  - ♦ Conduct daily check of area and equipment for safety, cleanliness and good repair.

### Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

### Relationships:

*Program Specialists often have direct relationships with the counseling staff and may actually serve as a counselor with a camper group when not on duty in their activity area. Please note relationships with the maintenance staff in regard to this position and the care of the facility and equipment and any outdoor camping sites.*

### Equipment Used:

*Identify the specific equipment and supplies utilized in this program area.*

### Qualifications (Minimum qualifications and experience)

- ♦ Documented experience in outdoor skills instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.

### Knowledge Skills and Abilities:

- ♦ Training and experience in teaching outdoor skills to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.

### Physical Aspects of the Position

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

*Some physical requirements of an outdoor skills position could be endurance including standing, walking and hiking, bending, stooping, and stretching. Ability to lift up to 40 pounds. Requires eye-hand coordination and manual dexterity to make projects and assist campers. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the environment available. Operate with daily exposure to the sun, heat, and varying environmental conditions.*