



Summer Camp Coordinator

Position Description

POSITION SUMMARY

[Mt. Adams Institute \(MAI\)](#) is a 501(c).3 nonprofit organization based in the rural community of Trout Lake, Washington with a mission of strengthening the connection between people and the natural world through education, service learning, career development and research. MAI's annual budget is approximately \$2,000,000 that supports a staff of eleven and up to 75 AmeriCorps members.

MAI's programs serve youth, young adults, veterans, adults and families in a variety of formats. The intended outcomes of those programs include:

- To facilitate career opportunities in the fields of natural resource management, conservation, and education;
- to increase ecological literacy and a sense of interconnectedness;
- to promote lifelong environmental stewardship and action;
- to improve personal health and wellbeing; and
- to enhance civic and community engagement.

MAI is guided by a strategic plan focused on: *supported staff, effective programs, strong partnerships, diverse participation and improved facilities*. MAI is also in the early stages of evolving the organization to be internally and externally more diverse, equitable and inclusive. MAI is working to create opportunities to connect individuals with the natural world who are historically underrepresented in outdoor recreation and natural resource career fields.

The core values of the organization include a strong emphasis on the importance of internal and external relationship building and a solid understanding of the importance of a positive workplace culture, including supporting a healthy work/life balance.

Summer Camp is a series of outdoor day camps for youth ages 6 – 11. Camps are structured to inspire campers to connect to the natural world, each other and themselves. Through place-based education, MAI's Summer Camp programs offer connections to nature through art, crafting, tracking, writing, cooking and learning outdoor skills.

Reporting directly to the Operations Director, the Summer Camp Coordinator is responsible for coordinating the implementation of MAI's summer camp programming. The Camp Coordinator is responsible for leading a team of 7 AmeriCorps Members to create a fun, safe and engaging camp program for all while providing staff with the tools and support they require to provide a safe and positive experience for our campers.

ESSENTIAL FUNCTIONS

Program:

- Develop, plan, coordinate and run camps.
- Develop and document camp curriculum.
- Oversee safe van transportation of campers.
- Ensure all equipment, supplies and first aid kits are ready for program operation.
- Hire, train and supervise 7 summer staff, consisting of AmeriCorps Members. Check in with staff on a weekly basis and discuss their performance and concerns with the Director.
- Provide a fun, inclusive and non-competitive environment for campers.
- Mentor and provide guidance to camp staff regarding camper & parent interactions.
- Demonstrate appropriate behavior and use appropriate language at all times. Communicate behavior concerns directly with participants in a positive format. Contact parent or guardian if needed.

- Assist with the marketing of camp programs using social media, website, and print materials as necessary.
- Effectively communicate with camp participants and families regarding camp itineraries, camp policies, directions, gear, dates, and timing.
- Execute camp procedures, online registration protocols, risk management protocols (including COVID-19), meal and food plans, trip logistics and planning. Update and maintain current protocol documentation.
- Schedule and perform site visits during summer camp programs to monitor staff performance, provide feedback and ensure safety and quality of programs. Relay any concerns of the staff, campers and parents to the Director.
- Facilitate an annual review of summer camp programs and adjust for improved quality and efficiency as needed.
- Develop and maintain functional relationships with key partners, Trout Lake community members, Forest Service staff, school staff and other natural resources professionals.

Financial:

- Track and reconcile payments from camp program participants.
- Track and report expenses while staying within camp budget.

Supervision:

- Recruit and select summer staff (AmeriCorps Members) to facilitate camp programs.
- Train and supervise staff to ensure that programs operate safely, efficiently and to a high degree of quality.
- Act as a role model in all areas while building rapport and meaningful relationships with camp staff.
- Mediate inter-personal difficulties with staff and encourage positive spirit within the team.
- Ensure that appropriate staff documentation is on file and submitted in a timely manner, including payroll and human resources documents (background checks, driving reports, certifications, etc. . .).

Organization:

- Participate in Mt. Adams Institute staff functions including staff meetings, staff retreats, program reviews and board meetings as they align with program schedule.
- Facilitate positive public relations for camp programming and Mt. Adams Institute.

Other Duties:

- Other duties as assigned

REQUIRED SKILLS, EXPERIENCE & EDUCATION

- Experience working with youth in an educational setting, preferably environmental in nature.
- Demonstrated experience & success working independently and in a team environment
- Successful supervisor and manager of people who holds self and others accountable for continuous improvement and positive outcomes.
- Demonstrated excellence in building and maintaining strong interpersonal relationships with staff, program participants and partners.
- Knowledge of principles and practices of program development related to equity, diversity and inclusion.
- Effective communicator with proven written, oral and listening skills.
- Demonstrated decision-making, problem solving and analytical skills with ability to manage and prioritize multiple tasks.
- High level of social/emotional competency with ability to remain flexible and willing to learn through feedback from staff and supervisor.
- Minimum of 3 years of management expertise in a related field
- Bachelor's degree in nonprofit management, community development, environmental education, social sciences, natural resources management or a related field), or any combination of experience and education that provides the necessary skills, knowledge and ability to perform the tasks associated with this role.

PREFERRED QUALIFICATIONS

- Prior experience especially with camps and outdoor nature-based education programs.
- Current Wilderness First Responder Certification (MAI provides WFA training)
- Prior experience with AmeriCorps, public lands agencies and/ or education organizations.
- Prior experience working in the conservation field, especially in rural communities

WORKING CONDITIONS

- Work may be in a variety of settings, including the outdoors or office environments, primarily working between home and a shared office in [Trout Lake, WA](#). The current COVID-19 pandemic will have an impact on work locations.
- MAI office is in a rural setting and involves driving with exposure to extreme weather and temperatures.
- Work will involve some travel for program support, trainings and meetings. Travel may be limited due to COVID-19.
- Work may involve long hours and limited time off during camp season

OTHER EMPLOYMENT REQUIREMENTS

- **Criminal background check:** In order to protect the wellbeing of its employees, MAI finalists for a position must successfully complete a criminal records and fingerprint background check. **Criminal convictions do not necessarily preclude employment and will be considered on a case-by-case basis.** A background check will only be conducted if the candidate is selected as a finalist for the position. Human Resources will contact the candidate prior to the initiation of a background check.
- **Driving:** Clean driving record and will be required to produce:
 - A valid driver's license
 - 3-year driving abstract
 - Vehicle insurance that meets the following minimums: \$100,000 per occurrence for bodily injury per person in an accident; \$300,000 for all bodily injuries in an accident; and \$50,000 for property damage in an accident.
- **Must be fully vaccinated** against Covid-19 with the ability to provide documentation or have an approved medical or religious exemption prior to the start of the position.

DIVERSITY, EQUITY AND INCLUSION

MAI celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social economic class, religion, professional status, pregnancy, or parents/guardians with children. MAI is committed to a diverse workplace and to supporting our participants and staff with trainings and career development opportunities. MAI provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

COMPENSATION & BENEFITS

- Salary: \$27,952 (based off of full-time salary of \$47,500)
- Part-time (.5888 FTE), Fair Labor Standards Act (FLSA) Exempt position. The anticipated period of work is March through November with a variable schedule (part-time months are March, September – November; full-time months are April through August)
- Medical Insurance (employee / employer share the cost)
- Simple IRA retirement plan with employer matching program

- Accrual of up to 96 hours of Paid Time Off (PTO) annually.
- Paid Holidays (that occur during regularly scheduled periods of work).
- Position qualifies for reimbursement of position related expenses such as travel, communications and other miscellaneous items as approved by the Board of Directors.
- Potential seasonal housing during the months of camp operation.
- Partially grant funded position contingent upon receipt of this funding on an annual basis.

TO APPLY

- **Closing Date:** January 19, 2022
- **Application Materials:**
 - Resume
 - Cover Letter - describing your experience as it relates to the position
 - 3 References – name, title, contact information
- **Email:** Sherrie Jackson, Human Resources Director at sherrie@mtadamsinstitute.org
- **Subject Line:** Summer Camp Coordinator Position
- **Interviews:** February 2 & 3, 2022
- **Start Date:** March 1, 2022 or earlier if possible.