

## **Assistant Camp Coordinator**

The Assistant Camp Coordinator is involved with the planning and instruction of summer camp program for the Boone County Conservation District. The Assistant Coordinator reports to the Camp Director. Duties include, but not limited to:

### **Assist with summer camp program – 50% of total time**

- Assist with daily operations of camp program.
- Assist with planning and implementing camp activities.
- Fill-in for absent camp staff.
- Fill-in for Camp Director during Redtail Trips.

### **Assist with camp staff training and supervision – 30% of total time**

- Assist with the planning and developing of camp staff training.
- Assist with training camp staff employees.
- Assist with hiring, evaluating and supervising camp staff.

### **Assist with the daily activities of the Nature Center – 5% of total time**

- Plan, develop and build new displays for the Nature Center.
- Organize and display educational and informational materials.
- Care for the live animal displays.

### **Assist with the promotion of the district and district programs – 5% of total time**

- Assist with the development of materials that promote the district and district programs.
- Assist with the promotion of the district at community events, fairs and parades.

### **Other functions – 10% of the total time**

- Assist with the daily activities of the Administrative office.
- Attend professional training seminars or courses.
- Participation in professional environmental groups and organizations.
- Assist with other programs and activities of the district.
- Supervise assigned personnel.
- Other duties as assigned.

### **Education**

A Bachelor's degree in Education, Natural Sciences, or a related field or currently pursuing one.

### **Experience**

**Minimum one year of experience** working with children and/or adults in an educational setting.

### **Specialized Knowledge**

**Possess** a current valid driver's license with a clean driving record.

### **Knowledge and Experience**

- Knowledge of and experience with the flora and fauna of the Midwest.
- Knowledge and experience with ecology and interrelationships of people and the environment.

### **Education and Training**

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Possess a current Adult and Child CPR and First Aid card or able to obtain one.

### **Specific Skills**

**English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Speaking** – Talking to others to convey information effectively.

**Service Orientation** – Actively looking for ways to help people.

**Reading Comprehension** – Understanding written sentences and paragraphs in work-related documents.

**Writing** – Communicating effectively and writing appropriately for the needs of the audience.

**Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Ability to speak** in front of a group of at least 50 people.

**Ability to contact** people by phone, email and/or letter.

**Literacy** with computer programs.

**Literacy** with the Internet, email and digital cameras.

**Train and Teach Others** – Identifying the educational needs of the participants, developing formal educational or training programs or classes, and teaching or instructing others.

**Organizing, Planning and Prioritize Work** – Develop specific goals and plans to prioritize, organize, and accomplish your work.

**Performing General Physical Abilities** – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

### **Physical Functions**

Ability to:

- Load customers' bags of bird seed (50 lbs.) into their vehicles.
- Clean, repair and maintain in proper working condition the equipment and accessories used in the educational programs.
- Hike up to 10 miles in moderate terrain.

### **Equipment Used**

Ability to:

- Drive district vans, cars, golf carts, ATVs, and trucks.
- Use a computer, fax machine, copy machine, and other office equipment.

### **Working Conditions**

Ability to

- Work in the out-of-doors in all types of conditions.
- Work in conditions where there are biting and stinging insects.
- Work in conditions where there are possibilities of exposure to minor cuts and burns.
- Maintain a positive attitude under adverse conditions.
- Ability to maintain a calm professional demeanor in all aspects of the job.
- Work a varying schedule.
- Work weekdays, evening, nights, and/or weekends.

Position is seasonal from early/mid May until early/mid August for 40 hours a week at \$12/hour.

*All prospective employees must pass a pre-employment drug test.*

*All prospective employees who will be working with children will have a background check.*

*All prospective employees who will be driving District vehicles will have a driving history check.*