



## JOB DESCRIPTION

TITLE: **Nature Camp Counselor**

DEPARTMENT: **Natural Resources**

CLASSIFICATION: **Seasonal Part Time**

FLSA STATUS: **Hourly Non-Exempt**

IMMEDIATE SUPERVISOR: **Environmental Education Supervisor**

### **JOB SUMMARY**

Under the supervision of the Environmental Education Supervisor, the Nature Camp Counselors are responsible for working with the Naturalists on the presentation and evaluation of innovative adventure summer camp programs originating at Hidden Oaks Nature Center. Depending upon availability may have the opportunity to present other nature programs.

### **EDUCATION, EXPERIENCE & TRAINING**

- Must be at least 18 years of age.
- Preference will be given to candidates who have at least two years college coursework in environmental, experiential or elementary education, recreation, or related field
- Must display a passion for teaching in the outdoors
- Must have a valid driver's license
- Must maintain CPR/AED and first aid certification

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of outdoor education.
- Must have knowledge and experience pertaining to camping, fishing, canoeing, orienteering, mountain biking and other adventure pursuits, natural history, and local flora and fauna
- Must demonstrate ability to create innovative lesson plans and to effectively share information with others of all ages and backgrounds
- Working knowledge of the Microsoft Office suite of software programs

### **DUTIES AND RESPONSIBILITIES**

#### **Essential Functions:**

- Assist with the development, presentation, and evaluation of nature education programs within the natural areas of the district including Hidden Oaks Nature Center
- Prepare and maintain accurate written records including attendance sheets, accident reports, medicine dispensing records, time sheets, etc. as requested by supervisor
- Organize, maintain and take inventory of program equipment and supplies
- Maintain classroom area including set up and cleanup of materials for daily activities
- Maintain discipline and interest for 12-18 participants of a variety of ages for the camp session
- Participate in camp activities
- Maintain a safe, challenging, and fun atmosphere for participants
- Perform all job tasks within the rules and guidelines of the Park District's safety program
- Work as a Team Player with co-workers and in conjunction with other departments

#### **Marginal Functions:**

- Attend park district in-service training and staff meetings as required
- Follow and implement Bolingbrook Park District policies and guidelines
- Seek, interpret, and act upon input from residents and the general public
- Perform other duties as assigned by supervisor or as needed

## **PHYSICAL REQUIREMENTS**

Walking: to participate during programs and walking on trails

Standing: to participate during programs

Talking/Hearing: to communicate with participants, staff and the public

Sitting: to attend meetings, during programming, while driving and for activities

Reaching: to help with activities; for supplies, to retrieve files or manuals

Pulling: to set up and help with activities; to open drawers, doors; to move equipment

Pushing: to set up and help with activities; to close drawers, doors; to move equipment

Stooping: to show activities & talk to participants; to retrieve files at lower levels; during programming

Crouching: to set up activities; to retrieve files at lower levels; during programming

Seeing: to watch participants; to obtain visual information in the field and in written material

Lifting: to lift and carry 30 pounds up to 30 yards.

\*May be exposed to all types of weather conditions.

\*May be exposed to poison ivy and biting or stinging insects.

## **COGNITIVE CONSIDERATIONS**

Must be able to effectively provide for persons with special needs. Must be able to establish rapport with persons from a wide variety of ages and backgrounds. Must be able to exhibit good judgment, tact, and courtesy in dealing with the public. Must exhibit good problem solving abilities, be flexible and organized, and meet physical demands of the job while showing good judgment and safety awareness. Must exhibit enthusiasm, creative thinking, and be able to foster a sense of wonder and responsibility for the earth.

## **FLSA**

This is a part time hourly, seasonal position

## **HOURS**

Nature Camp Counselors are required to invest the time necessary to produce exceptional results during camp weeks.

Shifts will be assigned by the Environmental Education Supervisor to be worked between the hours of 8:00am – 3:30pm, Monday through Friday.

Revised 1/29/15

Apply online at:  
[www.bolingbrookparks.org](http://www.bolingbrookparks.org)