

# Nature Adventure Day Camp Assistant Director

## Job Title:

Nature Adventure Day Camp Assistant Director

## Summary:

This position is primarily responsible for assisting the Nature Adventure Day Camp Director with a wide variety of camp tasks. This may be a leadership training opportunity in preparation for becoming a Camp Director, but this may also be an opportunity for an experienced Camp Director to provide seasoned assistance to enable a new Camp Director to flourish. A list of possible tasks is detailed under Duties and Responsibilities. The Assistant Director helps the whole team by keeping a birds-eye view of all campers, volunteers, and staff members. Their awareness and embodied knowledge of Wilderness Awareness School curriculum and culture enable the rest of the team to function on a higher level.

## This position reports to:

- Program Coordinators and Program Manager for the duration of the summer
- Nature Adventure Camp Director in the field

## Pay:

- First Year Staff - \$945 per week (equivalent to \$21.00 per hour)
- Second Year Staff - \$967.50 per week (equivalent to \$21.50 per hour)
- Third+ Year Staff - \$990.00 per week (equivalent to \$22.00 per hour)

## Work Hours:

- This is a seasonal position, working Monday to Friday, 8:00 am to 4:00 pm daily, and may include additional hours before or after camp as needed
- Summer Camps run from June 24th - August 23rd. Preference will be given to staff who can work at least 5 of the 9 weeks of camp.
- Planning Week: June 10th - 14th (At least 10 hours of paid online training for new staff, other training hours determined by positions worked. Assistant Directors may be asked to attend a separate Assistant Director or Director Training.)
- Staff Training Week: June 17th - June 21st (Mandatory for all staff. Training will be held at our Duvall campus. Camping overnight is not mandatory, but HIGHLY encouraged.)

## Duties and Responsibilities:

- Communicate with the Camp Director about tasks that need to be performed and assist them in performing them

- Communicate with the Camp Director about your goals as an Assistant Director and ask for feedback about your development
- Assist with camper sign-in/drop-off and pick-up, and collaborate with the team to ensure you have a system for making this move smoothly.
- Lead aspects of morning and afternoon circles (songs, stories, snack, gratitude, land acknowledgment, props, etc). Be prepared to lead half of the camp in a circle if you and your Director decide to split the camp in half.
- Track individual Instructors and their clans throughout the week, and observe their strengths and growth opportunities. Discuss with the Director, and help provide verbal feedback at the end of the day and written feedback at the end of the week.
- Potentially run a feedback session for volunteers to reflect on the week
- Track clans throughout the week, and provide learning opportunities, trail magic, and additional activities to assist Instructors with providing fresh and engaging nature connection activities
- Accompany clans that need extra support and act as an additional set of hands/eyes/ears where backup is needed, especially around accidents, injuries, illness, DEI incidents, and the emotional well-being of campers
- Substitute Instructing if, due to illness or injury, there are not enough Instructors and Backup Instructors to keep camp running.
- Help Directors talk to parents and Program Coordinators and be involved in making difficult decisions
- Assistant Directors are not responsible for gear pickup and dropoff, clan assignments, or recharging radio batteries, but may help with these tasks if they choose or if a situation demands it
- Help supervise, mentor, and keep an awareness of all 60 campers ages 6-12, 6+ volunteers ages 13+, and 7+ staff members ages 18+ in a public park
- Use a combination of Wilderness Awareness School curriculum and activities, and your talents to spark camper passion, curiosity, and gifts, and create connections for campers, volunteers, and instructors with nature, self, and community.
- Uphold Wilderness Awareness School's mission and policies

#### Physical Requirements:

- This is a physically demanding job and Instructors must be able to be on their feet for 6+ hours at a time, walk long distances, move over uneven terrain, carry their gear (water bottle, lunch, snack, clothing layers, first aid kit, radio, bandana ball, additional activity supplies), and be out in the elements without shelter all day. While the Assistant Director position is more free-form, you may still find yourself traveling long distances and carrying additional gear.

- Assistant Directors should be extremely aware of their own physical needs as well as the physical needs of their campers. They should be able to make suggestions to Instructors about how to make adjustments to their day based on this information. This includes but is not limited to checking water consumption, adjusting lunch/snack times, taking shade breaks, and adjusting hike distances and activity types.
- Caring for the physical, emotional, and mental needs of oneself and a large group of people of all ages can be taxing. Successful Assistant Directors protect themselves against burnout by tending to their own physical, emotional, and mental health both inside AND outside of camp hours. At camp, this includes asking for help, taking breaks when given, practicing emotional regulation, cultivating grit and resilience, and modeling this for campers. At home, this can look like many things but often involves a healthy amount of rest.

#### Qualifications and Expectations:

- Experience with WAS summer programs, OR experience in other WAS programs with an ability to demonstrate an understanding of WAS camp culture and similar leadership positions elsewhere
- Plenty of professional experience working with children, and a desire to build upon this experience
- Current Wilderness First Aid and CPR certifications (or able to acquire before the first day of camp). We will host two WFA/CPR trainings at our Linne Doran campus in Duvall, on March 23-24, 2024, and June 8-9, 2024. These trainings will be presented by Remote Medical Training and offered to staff at cost (\$250.)
- Able to pass a background check
- Minimum age of 18\* by June 10th, 2024. (\*We will consider 17-year-old applicants who are highly skilled and have experience working with youth.)
- Able to reliably arrive early/on time to various camp locations in the Seattle area, many of which aren't accessible by public transportation. (Staff will be able to state location preferences on their application, and may apply for travel stipends for commuting to camp locations 20+ miles away from home.)
- Able to work at least 5 of the 9 weeks of camps, in addition to a week of Staff Training
- Able to reliably receive email, phone calls, and text messages from supervisors and teammates, and access and make use of online camp resources
- Must demonstrate good judgment and risk assessment
- Be a professional adult: operate with responsibility and integrity
- Creativity and passion for mentoring youth in a natural flow learning environment with an open and flexible structure

- A commitment to developing your capacity with conversations around justice and equity as well as cultivating a welcoming and inclusive space for all.
- Strong ability to work as a contributing member of a team, able to bring your unique voice, gifts, and contributions to a relational work setting
- Willing to participate in a healthy feedback culture, providing and receiving feedback from volunteers, peers, and leadership
- Empathy, compassion, and an open mind

Preference will be given to applicants who have:

- At least one summer of experience as a WAS Summer Camp Instructor
- Experience as a naturalist instructor working with youth ages 6-18 in the outdoors
- Experience with the 8 Shields Model and Coyote Mentoring method
- Knowledge of Pacific Northwest hazards, mammals, tracking, edible/medicinal plants, navigation with and without map/compass, field ecology, trees, survival techniques, birds/birdsong, and history of local Indigenous Nations and right relations.
- Knowledge and/or training in justice, equity, diversity, and inclusion work
- Completed one or more Wilderness Awareness School programs

Sick Time and Backup Staff:

- Seasonal Staff accrue sick time hours at a rate of 1 PSSL hour per 40 hours worked. These hours are not paid out at the end of the summer but can be rolled over from one summer to another.
- In practice, this means that new Staff may earn up to 10 paid hours of sick time by the end of the summer and that returning Staff may have up to 10 paid hours available to use on day 1. Sick days outside of this, unfortunately, can not be compensated.
- If you fall ill over the weekend before your shift or are otherwise unavailable to arrive at camp in the morning, be in contact with your Director as soon as possible. There is no backup for your position. It is up to you and the Director to figure out how to allocate tasks effectively while you are gone.
- If your Director falls ill, you are their backup. If this occurs, you can work with the Director and the Program Coordinator to decide how you would like to proceed and what support you need.
- If one of your Instructors falls ill and all Backup Instructors are deployed, you will be asked to fill in temporarily until they return, or another Backup Instructor becomes available.

Benefits:

- Paid training and mentoring in the Coyote Mentoring method and the 8 Shields Model by leaders in the field
- Discounts on Wilderness Awareness School bookstore items
- The option to apply for employee housing on our land in Duvall, WA, at significantly reduced rates for the area
- Be a part of an amazing team of passionate people doing important work!