

## Skills Day Camp Director

Job Title:

Skills Day Camp Director

Summary:

This position is the primary leader, organizer, and mentor in charge of a Skills Day Camp at one of our public park locations. They oversee up to 45 campers, 5+ volunteers, and 5+ Instructors and Backup Instructors, and they work with Program Coordinators to ensure that the camp has everything that it needs to function. They are the expert, and their awareness and embodied knowledge of Wilderness Awareness School curriculum, culture, and policies steer the whole team to success. See Duties and Responsibilities for a more complete description.

Skill Camps and their requisite skills include:

- Ranger Skills: (Ages 9 - 13) movement, scouting, sneaking, hiding, protecting, physical challenges, camouflage, animal forms, core routines of awareness, stealth, imagination
- Knife and Knot Skills: (Ages 9 - 13) knife safety, carving techniques, bushcraft projects, knot-tying, traps, natural shelters, tarp shelters, aidless navigation, mapping, challenges
- Survival Skills: (Ages 10 - 13) fire making, matches, tending fire, knife safety, identifying and harvesting wild edible plants, campfire cooking, shelter-building, cordage, bushcraft
- Fishing Skills: (Ages 10-13) how to cast and bait, catch-and-release vs. catch-and-eat fish ethics, searching for wild bait and turtles, aquatic species list, watershed ecology

This position reports to:

- Program Coordinators and Program Manager for the duration of the summer

Pay:

- First Year Staff - \$1075 per week (equivalent to \$21.50 per hour)
- Second Year Staff - \$1100 per week (equivalent to \$22.00 per hour)
- Third+ Year Staff - \$1125 per week (equivalent to \$22.50 per hour)

Work Hours:

- This is a seasonal position, which includes weekend duties (gear pickup, clan assignment, connecting with parents and the team), camp hours (Monday to Friday, 8:00 am to 4:00 pm daily), additional hours before or after camp (as

needed to talk to parents and Program Coordinators, maintain gear, setup/tear down, and complete paperwork), and gear return.

- 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. Directors must attend Director Training, even if they have directed before. Skill Camp Directors must LEAD additional meetings to train their Instructor teams this week, and will be given additional preparation time.)
- 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.) Skill Camp Directors may need to lead additional training for their Instructors this week.

#### Duties and Responsibilities:

- Understand your skill subject area, and design a way of presenting and training curriculum and schedules outside of the Nature Adventure camp canon for your Instructors
- Follow protocol for picking up, signing out, maintaining, dropping off, and signing in camp gear for the week
- Communicate with Program Coordinators about tracking and using additional skill-specific gear (bait, tarps, ropes, etc), and follow store instructions for tracking and distributing camper gear such as knives and fishing poles
- Organize up to 45 campers into clans that are mindful of age, gender breakdown, and friend requests
- Follow protocol for organizing, synthesizing, maintaining, and disposing properly of camper and volunteer medical information
- Communicate with parents about camper needs (physical, emotional, medical, developmental, etc) ahead of time and as incidents occur
- Communicate with Program Coordinators about camp emergencies, incidents, and needs as quickly as possible, and seek guidance in resolving situations you are unfamiliar with
- Spearhead camper sign-in/drop-off and pick-up, maintain attendance and authorized pickup documents, and collaborate with your team to ensure you have a system for making this move smoothly
- Give specific Director Talks to the whole camp and effectively delegate other aspects of morning and afternoon circles to the rest of your team
- Track individual Instructors throughout the week, and observe their strengths and growth opportunities. Provide a structure for verbal feedback and brainstorming

throughout the week, and provide written instructor feedback at the end of the week.

- Bring staff minds together in the morning, provide a space and structure for planning the day, and empower your team. In the afternoon, provide a space and structure for debriefing the day, tackling incidents, and making a plan for the next day.
- 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, including large group activities for the whole camp at base camp
- Be the authority on skill-specific curriculum for your Instructors, and be ready to assist them with additional activities, games, and challenges outside of the Nature Adventure camp canon
- Create a system for providing breaks to the Instructors.
- Provide snacks for your team once per week (\$40 limit), to be reimbursed by Wilderness Awareness School with completed receipt paperwork
- Provide support to Instructors in addressing accidents, injuries, illness, DEI incidents, and the emotional well-being of campers
- Work with campers, families, and Program Coordinators to address issues of program readiness, and have difficult conversations as needed
- Maintain essential camp paperwork, and ensure that it is turned in to the appropriate places on time at the end of the week
- Supervise, mentor, and keep an awareness of up to campers ages 9-13, 5+ volunteers ages 15+, and 5+ staff members ages 18+ in a public park
- Use a combination of the Wilderness Awareness School curriculum 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 Director position is more free-form, you may still find yourself traveling long distances and carrying additional gear.
- Directors should be extremely aware of their own physical needs as well as the physical needs of their campers. They should work with Instructors to suggest 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 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, delegation, 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 instructing WAS skill camps, directing WAS day camps, OR significant experience in other WAS programs with an ability to demonstrate a mastery of the skill in question and WAS camp culture, and similar leadership positions elsewhere
- Plenty of professional experience working with children, experience mentoring and giving feedback to adults, 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).
- Directors may also want to consider a Wilderness First Responder certification, but this is not required
- 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 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.)
- Room in their vehicle to transport camp gear every day (Director Bin, Nature Museum, Water jugs, signage, etc.), or clearance and training to drive WAS vans to and from the Duvall office.
- Able to work at least 5 of the 9 weeks of camps, in addition to a week of Staff Training and additional Director Training during planning week
- 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, instructors, parents, and leadership
- Empathy, compassion, and an open mind

Preference will be given to applicants who have:

- At least one week of experience as a WAS summer camp Assistant Director
- At least one week of experience as a WAS summer camp Director
- At least one week of experience as a WAS Skill Camp Instructor
- 2+ years of experience at WAS summer camps
- 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 the Program Coordinator and your Assistant Director as soon as possible to decide how to proceed.

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!