

# Summer Camp Counselor Employment Opportunities

## Tanglewood Nature Center & Museum

**Please send application, resume, and cover letter to:**

Maggie Groce  
Camp Director  
Tanglewood Nature Center  
443 Coleman Avenue, Elmira, NY 14903  
(607)732-6060 EXT.102

Or email to:

[Volunteer.tanglewood@gmail.com](mailto:Volunteer.tanglewood@gmail.com)



### HEAD COUNSELOR (4 POSITIONS AVAILABLE)

*Position Opened Until Filled*

**Essential Responsibilities:**

- Report directly to the Camp Directors and be responsible for supervision and education of all camp participants.
- Maintain a fun and safe environment for all participants.
- Organize and implement a weekly schedule for your camp group.
- Lead a variety of small and large group activities each week. Activities will include crafts, nature exploration, environmental education, songs, games, hikes and live animal handling.
- Identify and respond to camper behavior issues.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- Help guide Counselors-In-Training (CIT's) to have a deeper understanding of leadership and counseling skills.
- Assign duties to CIT'S and campers for daily set-up and clean-up of the camp area.
- Assist with cleaning the camp area at the end of the day to ensure a clean and safe space.

*\*position can possibly fill a college internship requirement- see your academic advisor to verify.*

**Requirements:**

- Must be at least 18 years old to apply.
- Must be able to work Monday- Friday 7:45 AM- 5:15 PM
- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field.
- Interest in some fields of science such as Biology, Environmental Science or Education.
- General knowledge of the New York ecosystems and love for nature.
- Ability to lead, plan, organize, and implement program activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.
- Must pass background check.
- Must be able to attend mandatory training sessions.
- Upon hire, completion of First Aid and CPR certification desired.

**Dates/Hours/Salary:**

Must commit to availability of Monday-Friday 7:45-5:15 (work either 7:45am-3:15pm or 9:45am-5:15pm) from June 24<sup>th</sup> – August 16<sup>th</sup> 2023. *\*There is the opportunity to work the week of August 19<sup>th</sup>-23<sup>rd</sup> if your schedule allows\**

The position is temporary and has an hourly rate of \$15 with no benefits. Camp will be closed Thursday, July 4<sup>th</sup> & Friday July 5<sup>th</sup>. Counselors will have these as unpaid days off.

All counselors must participate in the training week immediately before camp (June 24<sup>th</sup> -28<sup>th</sup>) hours to be determined.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.