



## **Job Opportunity Summer Day Camp Director**

Friends of Reinstein Woods is seeking a Summer Day Camp Director who will be responsible for overseeing and administrating Kids in the Woods Summer Day Camp at Reinstein Woods Nature Preserve. This is a seasonal position. The Director will be expected to work full-time from June 24- August 23, 2019 as well as some flexible hours in Winter/Spring 2019 to prepare for the camp season.

### **Job Description:**

[Kids in the Woods Summer Day Camp](#) offers week-long day camp experiences (Monday through Friday) for kids entering grades K – 8. Friends of Reinstein Woods offers these camps in partnership with the New York State Department of Environmental Conservation, which owns and operates the Reinstein Woods Environmental Education Center. Each week of camp offers age-appropriate activities, aimed at certain age groups, designed to promote curiosity and awareness of the natural environment.

The Director will implement the camp program with three environmental education interns who serve as camp counselors. The Director will be serve as the "face" of summer camp programming and coordinate logistics of all summer camp activities, including but not limited to the following:

- Work with Reinstein Woods' Program Coordinator to train, supervise and evaluate three summer camp counselors.
- Coordinate summer camp supplies and programming materials, including equipment inventories.
- Update, as needed, camp curriculum and safety plan.
- Assist in managing the camper registration data and marketing of the program.
- Act as a resource for parents registering kids for camp.
- Evaluate the success of the program.

The Summer Camp Director may have the option of staying in free on-site housing. The position reports to the Center Director.

### **Required Qualifications:**

By summer 2019, bachelor's degree in education, recreation, natural sciences or an environmental field, and two years' experience working in environmental education, summer camp or a closely related field. Experience in outdoor recreation activities is a must. NYS driver's license required. The ideal candidate will have experience in providing guidance and leadership to staff and an attentiveness to detail, including record keeping. The candidate must have experience using Microsoft Word and Excel. The candidate must have excellent people skills and the ability to work with a variety of personalities.

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**Preferred Qualifications:**

Certifications in First Aid, CPR/AED preferred but not required. Teaching certification preferred but not required.

**Work Requirements:**

Candidate must be available to work some winter/spring hours before the camp season starts to prepare for camp. The pre-season hours can include evening and weekend hours, and at least one Saturday for training is required. Must be able to work in both indoor and outdoor settings, including standing, walking, and hiking for extended periods of time. A background check will be required.

**To Apply:**

Send cover letter, resume, and references by December 19, 2019 to [info@reinsteinwoods.org](mailto:info@reinsteinwoods.org) (pdf preferred) or by mail to:

Friends of Reinstein Woods  
93 Honorine Drive  
Depew, NY 14043

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