McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Nature Area Head (Out of Cabin)
REPORTS TO: Program Coordinator
SUPERVISES: Staff Working in the Area

The Nature Area Head should have the ability to introduce nature into the lives of campers at Camp Echo through hands-on programming. The Nature Area Head should have knowledge of plants, wildlife, and natural survival skills, and become familiar with opportunities for outdoor education on the Camp Echo grounds and surrounding area.

NATURE PROGRAMMING
• The Nature Area Head will develop and implement a curriculum for nature education at Camp Echo focusing on plants, wildlife, and natural survival skills. Suggested activities can include:
  • Nature hikes on camp property
  • Organic gardening
  • Identifying edible plants
  • Use of Camp Echo’s apple orchard
  • Learning about local animals and insects, and their natural habitats
  • Basic tent and fire building in preparation for cabin group overnights
  • Shelter building
  • Evening nature activities, ie astronomy
  • Use of local program facilities and resources, ie local farms
• Responsible for Main Camp Overnights in coordination with Experiential Learning Coordinator
  • Develops overnight cookout and snack menu options and works with the Head Cook to order appropriate food.
  • Signs up the Main Camp cabins for appropriate overnights and distributes the site, meal, and equipment choice forms.
  • Works with the Dining Hall Steward to pack out the food for Pathfinder/Main Camp overnights.
  • Checks out, and back in, the gear for Pathfinder/Main Camp/Voyager overnights. Ensures that gear is clean and/or dry.
  • Leads overnights, or checks on groups that are out on their overnights.
  • Ensures that there is a system in place for verifying that the overnight sites are clean and well-maintained.

SPECIFIC DUTIES
• If possible, works with the Summer Camps Director in the spring to order necessary supplies for the program area.
• Works with the Summer Camps Director during the summer to order necessary supplies for the program area.
• Maintains written records on the training of staff members who work in the area.
• Observes staff members who work in the area, providing coaching, encouragement, and necessary correction.
• Maintains written records of regular observation of staff members who work in the area.
• Keeps the physical program area neat and clean.
• Reports maintenance needs to the Property Director.
• Develops and implements lesson plans for the program area.
• Develops a rainy day contingency plan for the program area.
• Cares for and maintains equipment, supplies and property of camp
• Keeps accurate records of camper achievement that can be used in subsequent years
• Updates the Program Area Notebook and submits and inventory and list of needs at season’s end.
• Takes on additional responsibilities as outlined in the Leadership Staff job description.
• When not working Cabin Group time in their area or another area, invests extra time and effort into their own area.
• When not involved in Evening Program, invests extra time and effort into their own area.
• Assists with the orientation of cabin groups, as assigned, on the first day of each session.
• Assists the Program Coordinator in the assignment of campers to Camptivity classes.
• Attends flag raising, morning reflections, and breakfast every day.
• Encouraged to sign up to run morning reflections.
• Works Cabin Group every day, in their area, or another area, or with any group that needs assistance.
• Works Evening Program, either on tasks specific to their job description, or helping with the program.
• Encouraged to plan and run evening programs and Olympics with groups of younger staff.
• Shares responsibility for coverage of staff snacks and central night duty.
• Shares responsibility for supervision of AC nights out.
• Aids in the development and education of LITs and CITs.
• Substitutes for assigned Senior Counselors in a cabin when they are on their night off.
• Serves as a mentor to younger staff in general; specific assignments may be made by the Main Camp Director.
• Serves as a cabin checker and/or bus captain, as assigned, on the last day of each session.
• Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
• Shares responsibility of staffing layovers with other staff members
• Observes Main Camp staff members, providing coaching, encouragement, and necessary correction [ACA HR-20]

ADDITIONAL DUTIES
• Maintains the cleanliness of the living space to which he or she is assigned.
• Shares responsibility for central night duty, supervision of AC nights out, and subbing for SCs on nights out.
• Reports maintenance needs, including overnight site maintenance needs, to the Property Manager.
• Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
• Aids in the development and education of LITs and CITs
• Maintains positive relationships with campers, parents and other staff
• Encourages physical, emotional and spiritual growth and positive character development in all campers
• Works to increase his or her own cultural competence and helps to create an environment that values diversity
• Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS
• Age 21 or older preferred
• Valid drivers license and clean driving record
• Certified in CPR, First Aid
• Additional program area-specific certification as appropriate
• Leadership ability and teamwork oriented
• Possess a variety of skills and camping experience
• A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals