



## **SUMMER CAMP – ASSISTANT CAMP DIRECTOR**

Full-time, seasonal position. 40 hours per week, June 11 to August 17, no benefits. Reporting to the Camp Director/Youth Programs Manager.

### **Position Summary**

The Assistant Camp Director will support the Camp Director in the daily operations of camp and will assist in many of the administrative aspects of camp, oversee the health and safety of campers, communicate with parents, and assist in the supervision of camp staff. The Assistant Camp Director will help educators with program planning and substitute teach when needed.

### **Availability**

Position is full-time, seasonal. The Assistant Camp Director must be available 8:00am-4:00pm, Monday-Friday from June 11 thru August 17, 2018 (Except July 4). The Assistant Camp Director must also be available to oversee either before care (7:30 arrival) or after care (until 5:15, or until the last camper leaves). Opportunity for additional hours may be available for spring.

### **Compensation**

\$17.00 - \$22.00/hour, commensurate with experience.

### **Duties/Responsibilities**

- Share Tyler's rich heritage, collections and landscape to inspire and engage stewards of the natural world
- Directly supervise camp staff, to include coaching, teaching, modeling, reinforcing, assisting with difficult situations and correcting behavior
- Assist with parent communication, including camper check in and check out
- Help manage the creating of schedules and daily programs
- Make decisions to ensure camper safety and quality programming
- Follow and enforce all policies and procedures for maintaining supervision of campers at all times
- Know and understand all emergency procedures associated with the camp program and lead staff in execution
- Set the "spirit" of camp by exhibiting passion about nature, camp and community
- Report to work on time, dressed appropriately, and ready for camp
- Other duties as assigned

### **Essential Requirements**

- Excellent character, integrity and adaptability
- Must be comfortable in a leadership role, have strong interpersonal skills, have an enthusiastic and positive attitude, a love of nature and have a willingness to learn
- Experience leading college-age staff
- Ability to communicate and work with children grades 1-11
- The desire and ability to work in a cooperative, team-oriented atmosphere

- Enthusiasm, sense of humor, patience and self-control
  - Applicants will be expected to have effective communication skills, both written and verbal, and a strong commitment to high quality customer service
  - First aid and CPR certification, or willingness to be certified
  - Must be at least 21 years of age
  - Satisfactory completion of the required background checks
- (Note: Tyler has the right to assign or reassign duties and responsibilities to this job at any time.)

### **Work Environment**

- General work on the Arboretum's grounds.
- Requires frequent and prolonged standing, walking, bending, kneeling, pulling, twisting and climbing.
- Must be able to lift up to 50 pounds.
- Ability to work outdoors in all weather conditions.

### **About Tyler**

Tyler Arboretum, a public garden in the Philadelphia suburbs, covers 650 acres of renowned plant collections, champion trees, and historic buildings, with 17 miles of hiking trails through woodlands, wetlands, and meadows. Tyler offers workshops, classes, and tours for adults and children throughout the year.

### **To Apply**

Please complete the Summer Camp Application and e-mail along with your résumé or work history to Liz Hornbach, Camp Director/Youth Programs Manager at [lhornbach@tylerarboretum.org](mailto:lhornbach@tylerarboretum.org). Applications will be accepted with a rolling deadline until position is filled.

Tyler Arboretum, 515 Painter Road, Media, PA 19063