



## **SUMMER CAMP AGE GROUP COORDINATOR**

Seasonal position. Reporting to the Camp Director/Youth Programs Manager.

### **Position Summary**

The summer camp Age Group Coordinator is a dynamic and energetic individual, with proven leadership experience working with youth and mentoring staff. The Age Group Coordinator works directly with the camp directors as part of the camp leadership team to oversee the daily operations of camp, specifically supporting counselors and campers.

### **Availability**

Position is Seasonal. Coordinators must be available 8:00am-4:30pm, Monday-Friday from June 17 thru August 16, 2019 (Except July 4-5). Opportunities for additional hours may also be available. This position will require an additional 40 hours of pre-camp training.

### **Compensation**

\$13.00 - \$16.00/hour, commensurate with experience.

### **Duties/Responsibilities**

- Share Tyler's rich heritage, collections and landscape to inspire and engage stewards of the natural world
- Assist the Camp Director/Assistant Director in overseeing the daily activities, general camp operations, and programs to ensure a quality camp
- Directly oversee a group of counselors, and assist in mid-summer and post-summer evaluations with the Camp Director/Assistant Director.
- Support counselors with the daily needs of camp, including assisting with camper behavior problems, logistics and program prep
- Fill in for a counselor if someone is sick or absent
- Mentor counselors and help them to grow as leaders
- Identify and respond positively to camper behavior issues
- Assist camp directors in leading camp staff training
- Set the "spirit" of camp by exhibiting passion about nature, camp and community
- Know and understand all emergency procedures associated with the camp program
- Report to work on time, dressed appropriately, and ready for camp
- Other duties as assigned

### **Essential Requirements**

- A strong desire to be a leader and role model for staff and campers
- Ability to supervise and mentor college-age camp staff
- Ability to work with a variety of age groups: 5-8, or 7-16
- Experience managing behavior issues, emergencies and parent concerns
- The desire and ability to work in a cooperative, team-oriented atmosphere

- Willingness and ability to participate in nature activities with campers, which includes, but are not limited to, hiking, team building initiatives, physical games, and activities
  - Two years' experience working with children is required; Summer camp experience strongly desired
  - 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, including PA child abuse clearances
- (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