



## 2020 JOB POSTING

### Summer Nature Camp Manager

West Bloomfield Parks and Recreation Commission is filling a Summer Nature Camp Manager to oversee our Department's series of Nature Camps.

The position is part time with approximately 32 to 40 hours per week, on weekdays in the summer.

This position encompasses the experience of a previous assistant camp director/manager, educator or seasoned lead camp counselor. This position must have experience working with a diverse population in a volunteer or past employment capacity.

**JOB SUMMARY:** The Nature Camp Manager will lead the Department's 8 weeks of Nature Camps. This position requires a detail oriented person; someone who is very punctual and able to work independently; someone who can thrive in a fast-paced environment, both in an office setting or at camp. Requires ability to lead and direct Camp Counselors. The Nature Camp Manager requires confidence and articulate communication with camper parents/guardians. In addition, this position will also require implementation of summer day camp activities therefore requiring a level of comfort working directly with youth campers as well.

For a complete job description with primary duties and responsibilities, go to [wbparks.org/employment](http://wbparks.org/employment) and click on Employment Opportunities.

**HOURS:** Part time, from 32 to 40 hours per week, starting June 15<sup>th</sup> through August 20<sup>th</sup>, typically Monday-Friday, 8:30am-4:30pm.

- Assist in camp interviews on February 29<sup>th</sup>, 2020 and April 4, 2020.
- Additional pre-camp preparation hours may be available as early as March (Sneak Peek March 21) and April and May.
- NWPRC Camp Training June (date to be determined)
- Mandatory Safety Training June (date to be determined)
- Mandatory Nature Camp training days are June 2-3, 2020.
- Mandatory Open House June 3, 2020.
- Mandatory camp training days are June 15-19, 2020.
- No camp July 3, 2020.
- All staff clean up and supply inventory days are August 17-18, 2020.
- Additional special event shifts may be offered.
- Summer Camp Counselors must complete all assigned responsibilities before employment separation.

**QUALIFICATIONS:** Must be 21 year or older; Applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or obtain before Camp Training. Must possess valid Driver's License and pass a criminal history check as well as central registry clearance. Must possess a strong interest and enthusiasm about the environment and a designer to share that appreciation of nature with children, ages 3-14.

**HOURLY RATE:** \$12 per hour

**START DATE:** June 1, 2020

**TO APPLY:** To be considered for this position, please submit a completed application and resume. Priority interviews will be held February 2020; position open until filled.

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*Applications are available at West Bloomfield Parks or download a copy online at [wbparks.org/employment](http://wbparks.org/employment).*