



Assistant Camp Director Position

Seasonal salary starting at \$8,230

Watershed Nature Camp is an outdoor day camp focused on nature and ecology. We are located on the 950-acre Watershed Reserve in Hopewell Township (Mercer County), NJ. Watershed Nature Camp is a program of The Watershed Institute.

To apply: please send the following to Camp Director, Michelle Perkins mperkins@thewatershed.org, 609-737-3735 x37

- Completed Employment Application (found on thewatershed.org)
- Letter of Recommendation
- Cover Letter
- Resume

Responsibilities

- Assist in overseeing day-day operations of camp
- Encourage staff development through performance evaluation, skill developments, and continuing training
- Assist in conducting staff training, Counselor-in-Training orientation
- Assist in conducting staff meetings
- Oversee transportation of campers to and from the Reserve
- Serve as a member of the Camp administration team
- Provide excellent customer service to parents with face-face conversations, timely phone calls, and email responses on a daily basis
- Assist in maintaining the quality of the camp program by evaluating program schedules and weekly reports
- Respond to emergency situations
- Remaining on site during some overnights
- Perform duties of the Camp Director in any instance where the Camp Director is unable to perform their normal duties
- Accepting other duties as assigned

Qualifications

- Must be 21 or older by June 1, 2020
- **Availability to work these dates:**
 - o Pre-Camp: Weekdays 9 a.m.-5 p.m. May 25-June 12
 - o Staff Training: Weekdays 9 a.m.-5 p.m. June 15-June 26
 - o Required to attend the Camp Family BBQ June 26 in the evening
 - o Camp: Weekdays 8 a.m.-5:30 p.m. and some overnight June 29-August 28
 - o Please list any conflicts with the dates listed above in the application.

- Management experience, or comparable leadership roles
- Experience working with children outdoors, or long-term work with children
- Current First Aid and CPR certification required
- Ability to project a high level of professionalism
- Strategic thinker with demonstrated experience in managing projects with changing priorities and tight deadlines
- Demonstration of attention to detail and organizational skills
- Proficiency using Microsoft Office Suite, and some G-suite applications
- Ability to keep a calm demeanor during an emergency
- Ability to work outdoors in hot, humid, New Jersey Summer weather and ability to walk on rough/uneven terrain for multiple miles
- Ability to lift at least 30 lbs.
- Flexibility is required in working hours only in the case of emergencies

Benefits

- Bi-weekly pay
- Meals provided on overnights
- 2 camp T-shirt to tie-dye
- Reimbursement for first aid, CPR, lifeguarding, obtained for the position
- Healthy exercise, and fresh air every day

Watershed Nature Camp
camp@thewatershed.org
609-737-3735
31 Titus Mill Rd.
Pennington, NJ 08534