



## TOWNSHIP OF PLAINSBORO

### NOTICE OF VACANCY

**DATE OF POSTING: February 16, 2024**

**TITLE: Plainsboro Preserve Summer Adventure Director Job Description**

**DEPARTMENT:** Recreation and Community Services- Plainsboro Preserve

**DESCRIPTION:** Working with the Preserve Manager and members of the education team, the Summer Preserve Adventure Instructor is responsible for creating, planning, scheduling, preparing, and delivering activities that are developmentally appropriate, fun, engaging, educational, safe, and interactive based on a pre-determined week-long theme that aligns with Plainsboro Preserve Mission. Activities should have an emphasis on the environment, nature, science, and the outdoors while incorporating the Preserve's core values of Respect, Stewardship, Collaboration, Inclusion, and Integrity. Participants range in age between 3-15 years of age. The weeks and themes of camps will be developed and managed by the Adventure Director.

#### **Responsibilities**

- Develop, plan, prepare and deliver organized outdoor/indoor activities, for a 4 day or week-long summer program, that are developmentally appropriate, engaging, fun, safe, incorporate social/emotional learning activities and the core values
- Meet with manager and education team to ensure all activities meet program standards and quality
- Complete lesson plans and submit for review as needed
- Ensure all Township policies and procedures, including health and safety protocols implemented, and always enforced
- Responsible for summer program preparation and clean-up including care in handling program materials and equipment
- Attend and/or complete all required training week prior to the start of the summer season
- Assist with other duties such as sign in and sign out process.
- Perform other duties as requested by the manager

#### **Minimum Qualifications**

- Commitment to and passion for nature and the outdoors.
- Experience creating, developing, preparing, and delivering programming for groups of children
- Teaching experience or experience working with children in a non-traditional setting
- Degree (or pursuing a degree) in a field pertaining to the environment, agriculture, science, wildlife, or education preferred, but not required
- Excellent communication skills with an ease and enthusiasm for talking to individuals of all ages
- Ability to always interact in a positive and professional manner
- Ability to work indoors and outdoors under variable weather conditions and terrain
- Outdoor recreation skills and experience a plus
- Must possess the following traits and skills: Flexibility, dependability, critical thinking, problem solving and decision-making skills, work as part of a team
- Willingness to learn new skills and share knowledge with others
- Valid Driver's License

**Essential Dates:** Summer Programs run weekly from June 24- August 9 and campers' range in age between 3-15 years of age. The commitment for this position is 7 weeks based on need.

Plainsboro Preserve is located at 80 Scotts Corner Road, Cranbury, NJ 08512

**Please submit cover letter and resume to [tmiller@plainsboronj.com](mailto:tmiller@plainsboronj.com)**