



ENC Assistant Camp Director Job Description

Definition & Goals

The ENC Assistant Camp Director works in conjunction with the Camp Director and Teachers to ensure that campers experience quality education through hands-on experience with nature.

Time Commitment

The ENC Assistant Camp Director must commit to working at least two sessions of Camp, preferably more. The daily schedule is 8:30AM to 1:15PM, with an option to stay until 3:15PM.

Responsibilities:

Assist Nature Camp teachers to assure that campers have a good experience. This includes, but is not limited to:

- In the morning and after camp, supervise Junior Naturalists to assure that they are fulfilling their duties.
- Greet the campers in the morning. Offer assistance to parents. Help Camp Director lead songs in the morning and at break.
- Supervise Junior Naturalists and campers during break.
- Take attendance, and call the parents of campers who are not here to confirm that they are not attending.
- During Enrichment Camp, assure that Junior Naturalists have the correct rotation schedule on day one of each session.
- Lead Junior Naturalist meetings.
- Assist teachers when their team teachers are absent.
- Take photographs and video of camp activity. Download and organize photos and video.

Expectations:

- Attendance: Please call the ENC if you are going to be late or absent.
- Leave the ENC only after confirming that all Junior Naturalists have completed their duties and clean up is completed.
- Demonstrate appropriate behavior at all times.
- Provide a positive role model for the campers.
- Abide by all ENC policies and rules.
- Maintain a positive attitude.

Assistant Camp Director is NOT to:

- Please refrain from discussing your personal life – or the personal lives of others – around the campers.
- Do not provide first aid or CPR unless you have a current certification.
- Please refrain from using sarcasm around the campers.
- Please do not utilize ENC camp hours as a “social opportunity.”
- Check on the camper groups and assist where you are needed.

Administration

- Staff the front desk, answering phones and greeting visitors when a front desk docent is unavailable.
- Help Camp Director maintain ENC's social media as it pertains to Camp.
- Prepare camper nametags for the coming session.
- Data entry.
- Other duties as required.

Qualifications/Requirements

- **Must have previous experience as a Junior Naturalist at the ENC.**
- Willingness to lead songs in front of large numbers of children, teenagers and adults.
- Basic math skills for computing volunteer hours.
- Experience working with children a plus. Must enjoy working with children.
- Enrollment in High School.
- Ability to work well with limited supervision and demonstrate flexibility
- Ability to converse confidently with adults.
- Ability to operate office equipment.
- Computer (Macintosh) experience required or willingness to learn.
- Familiarity with facebook or willingness to learn.
- Regular, reliable and punctual attendance is essential.
- Knowledge of California natural history and ability to handle captive animals (snakes, toads) a plus.

Assistant Camp Director Duties

Prior to Each Session:

1. Call all Junior Naturalists scheduled for that session to confirm they will be coming.
2. Make nametags

Morning:

- Remind Jr. Naturalists to sign in correctly and make sure they know what job they are doing.
- Make sure that the jobs are being done correctly.
- Lead camp songs along with Lori.
- Take over check-in and send Jr. Naturalists to their correct teachers.
- Check in late campers and make sure they get to their groups safely.
- Make sure that all campers are correctly checked in and that those who are absent really are absent; you must go around to all groups to check.
- Return to the office and call to confirm all absences. If the parents aren't home, leave a message.

Miscellaneous:

- Divide handouts into groups to distribute them. Make extra copies and give them to the after camp teachers
- Call campers for lost and found items during snack.

Supervision:

- Supervise campers in the morning and during snack and help entertain them.
- Notify Junior Naturalists of meetings, lead said meetings.
- Supervise Jr. Naturalists during break and notify them when break is over.
- Near the end of each session calculate ea. Junior Naturalist's hours. Give list to Lori.