



2021 JOB POSTING

Summer Nature Camp Counselor

West Bloomfield Parks and Recreation Commission is filling a Summer Nature Camp Counselor implement our Department's nature based summer camps.

The position is a part time position with an average of 32-40 hours per week, weekdays during the summer. Hours are based on Camp enrollments. Some evenings or special event shifts may be offered.

JOB SUMMARY: Nature Camp Counselors ensure campers enrolled in WB Nature Camps have a safe and memorable summer camp experience. Counselors conduct and assist with camp activities such as crafts, games, outdoor recreation and special camp events. Camp Counselors are responsible for the general safety and well-being of campers. In response to COVID-19, Nature Camp is ran 100% outside in our parks. Our COVID-19 camp format includes: camper pods of 10 and staff wearing masks during the camp day.

For a complete job description with primary duties and responsibilities, go to wbparks.org/employment and click on Employment Opportunities.

HOURS: Part time, from 32 to 40 hours per week, starting June 7th through August 20th. Weekly schedule may include a shift beginning at 8:00am and/or ending at 4:00pm. The Park Naturalist sets final work schedule. Nature Camp hours are 9:00am-3:00pm, weekdays. Camp staff must be available for the following camp days, including training.

- NWPRC Camp Training June (date to be determined).
- Mandatory Safety Training June (date to be determined).
- Mandatory Open House June (date to be determined).
- Mandatory Nature Camp training days are June 3-4, 2021.
- Mandatory camp training days are June 7-11, 2021.
- No camp July 5, 2021.
- All staff clean up and supply inventory days are August 16-17, 2021.
- Additional special event shifts may be offered.
- Summer Camp Counselors must complete all assigned responsibilities before employment separation.

QUALIFICATIONS: Must be 18 years or older; Applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or obtain before Camp Training, WBPRC will offer one day of training. Must pass a criminal history check as well as central registry clearance. Must possess a strong interest and enthusiasm about the environment and a desire to share that appreciation of nature with children, ages 2-13.

HOURLY RATE: \$10 per hour

START DATE: June 1, 2021

TO APPLY: To be considered for this position, please submit a completed application and resume. See wbparks.org/employment for application timeline and interview dates.

HR Department
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications are available at West Bloomfield Parks or download a copy online at wbparks.org/employment.



Job Description

Job Title: Nature Camp Counselor

Department: Recreation

FLSA Status: Non-Exempt

Salary Grade: Grade 1

Position Description Summary: Nature Camp Counselors ensure campers enrolled in WB Nature Camps have a safe and memorable summer camp experience. Counselors conduct and assist with camp activities such as crafts, games, outdoor recreation and special camp events. Camp Counselors also chaperone campers on field trips. Camp Counselors are responsible for the general safety and well-being of summer day campers.

Working Hours: Typically Monday-Friday, 8:30am-4:30pm. Some evenings or special event shifts may be offered. Average of 32 hours per week for 9 weeks out of the summer.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Must be 18 or older.
- Engages and interacts consistently with campers.
- Conducts and assists with camp activities such as crafts and games, outdoor recreation and special camp events.
- Chaperones field trips.
- Leads and assists in the instruction and development of camp activities.
- Communicates with camp staff and supervisors. Is proactive when challenges arise.
- Participates in weekly staff meetings.
- Takes initiative in every day operations.
- Adheres to the Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High School diploma or equivalent preferred.
- CPR, First Aid, AED, Epi Pen certification or obtain before Camp Training. WBPRC provides one training date.
- Experience working with children in a volunteer or past employment capacity, preferred.

- Experience working with a diverse population in a volunteer or past employment capacity, preferred.
- Experience canoeing, kayaking, camping with youth, preferred.

Knowledge, Skills and Abilities:

- Must be able to work well with children.
- Must enjoy some or all of the following camp activities: Crafts, Board Games, Art, Sports, Playgrounds and Hikes.
- Must enjoy the outdoors and have knowledge of Michigan's plants and wildlife.
- Must demonstrate willingness to work with and care for captive animals including reptiles and amphibians.
- Ability to respond to supervisor requests in a timely and professional matter, specifically with email/phone/text communication.
- Ability to adhere to given deadlines.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

Camp supplies

Physical Demands:

Frequent interactive play with campers. Must be able to sit or stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds.

Working Conditions:

Must be able to work with children throughout entire shift. May be exposed to extreme heat/cold.

Reporting Relationships:

A person in this position will work under the Park Naturalist (Camp Administrator) and Summer Nature Camp Manager.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature Date

Executive Director Signature Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.