



## OUTDOOR PROGRAM COORDINATOR Staff Position

### **JOB DESCRIPTION:**

Creative Themes Day Camp is searching for a qualified Outdoor Program Coordinator to facilitate outdoor skills, design and implement outdoor programs. Under the direction and guidance of the Outdoor/Adventure Program Manager, the Outdoor Program Coordinator will lead activities and programs to a variety of age groups that participate in a variety of outdoor camp activities. (ie Archery, Fishing, Canoeing)

### **OUTDOOR PROGRAM COORDINATOR RESPONSIBILITIES:**

- Demonstrate basic skills to canoe safely and efficiently. This includes strokes, portage, handling, and flat-water movement
- Manage and safely run an archery range while teaching basic archery skills
- Teach basic knowledge of fishing skills/techniques to all age groups
- Identify a variety of fish found in freshwater
- Assist in the planning of daily activities and preparation of materials (i.e., program set up)
- Serve as a leader, including interaction with individual participants and small groups.
- Maintain a safe environment for all participants in the program areas.
- Know the emergency procedures, rules, and regulations.
- Assist in any area of camp programming when needed.
- Attend all required meetings and training.

### **PHYSICAL REQUIREMENTS:**

- Ability to always supervise children by sight and sound
- Ability to move quickly to react to safety issues in the setting
- Ability to remain calm, objective, and respectful in potentially stressful situations
- Ability to move around the buildings/field to assist children and supervise children with daily activities, social interaction, physical and emotional needs
- Ability to work in all elements (i.e., outside in all weather)

### **LEADERSHIP COMPETENCIES:**

- Collaborate effectively with people of diverse backgrounds, abilities, opinions, and perceptions.
- Embraces innovative approaches and discovers ideas to create a better member experience.
- Accepts and demonstrates the Creative Themes values.

### **QUALIFICATIONS:**

- Must be at least 18 years old
- The individual must have an interest, knowledge, and skills in outdoor education, environmental education, nature, and/or outdoor living skills.
- Candidates should have experience in coaching or group dynamics
- Candidates must have the ability to teach and motivate participants of every age
- and an interest and knowledge in curriculum writing and development
- Individuals must possess values consistent with the philosophy of the CT
- *Must be able to obtain at the minimum, a Level 1 USA archery certification (provided by Creative Themes)*