



DAY CAMP LEADER

The DAY CAMP LEADER will assist with developing and implementing a Resource Ranger summer youth camp and 4-H afterschool program. The DAY CAMP LEADER will work directly with the SWCD Community Conservationist, 4-H staff, and other local partners to engage area youth in a wide variety of natural resource topics and outdoor experiences. **Apply to miranda@nslswcd.org by April 21st, 2024.**

DUTIES AND RESPONSIBILITIES:

"Resource Ranger" Day Camp Development

- Assist with finalizing camp program curriculum
- Purchase & prepare camp materials
- Advertise and recruit summer camp participants

Lead Summer Day Camps and Transition to 4-H Afterschool Club

- Lead 2 one-week long summer ranger camps for area youth
- Utilize state and local parks and trails to introduce and investigate topics with youth such as water, soil, wildlife, bugs, trees, and related outdoor recreational activities
- Promote outdoor safety and stewardship of the shared natural resources in our area
- Help plan, coordinate, and facilitate relevant educational and engaging field trips for youth
- Assist with other summer events such as project days and some activities at the North St. Louis County Fair.
- Transition youth from summer camps into after school program and recruit new participants if necessary

Evaluation and Reporting

- Assist with creating and administering 4-H youth surveys
- Assess youth participant knowledge before and after Ranger Camps.
- Track attendance and hours of participation for each participant
- Gather evaluations from participants and parents to assess participant skill development and satisfaction with the program

Other special projects possible

Other duties as assigned

ESSENTIAL JOB FUNCTIONS:

- Work independently with minimal supervision
- Willingness to work varying hours according to program needs
- Ability to supervise youth in grades 1-8 in indoor and outdoor environments
- Plan, order, and maintain inventory of camp materials and supplies
- Record and track participant enrollment, engagement, and knowledge
- Be a positive role model and promote activities for youth development, project enhancement, self-image enrichment, and self-concept awareness
- Effectively communicate and collaborate with a diverse group of people and partners
- Follow protocols and promptly notify the NSLSWCD Community Conservationist and/or 4-H staff of any program issues or concerns

MINIMUM QUALIFICATIONS:

- Previous youth leadership or teaching (formal or informal) experience
- Computer skills that include Microsoft Office suite of programs
- Valid Driver's License with clean driving record and access to reliable transportation
- Pass criminal background check(s)
- Enthusiasm for outdoor recreation and ecosystem health

DESIRED QUALIFICATIONS:

- Prior development and leading of summer camp and/or after school programming
- Degree or pursuing degree in education and/or natural resources
- Knowledge of local natural resources, parks, and trails

PHYSICAL REQUIREMENTS:

Must be able to sit, stand, and walk for long periods of time. Must be able to sit in a vehicle for field trips. Must be able to bend/stoop, squat/crouch, climb, kneel, and twist. Must be able to work both inside and outside. Must be able to tolerate loud, enthusiastic youth. Must be able to lift and carry supplies weighing up to 35 pounds.

SUPERVISION:

This position is under the direct supervision of the Community Conservationist. Performance of each duty and assigned responsibility will be evaluated by the Community Conservationist.

HOURS, WAGE & BENEFITS:

Temporary position starting at \$23.00/hour, no benefits, for up to 330 hours. The position is set to start early to mid-June and conclude by September 30, 2024. The position is budgeted to work 40 hours per week in July and August, with flexible hours anticipated from 15-40 hours per week in June and September. College internship credits may be available upon request.

EMAIL RESUME, COVER LETTER, and 3 REFERENCES TO:

Miranda Frenning, Accounting & HR Specialist
miranda@nslswcd.org

Please title the subject as: Day Camp Leader

ANTICIPATED TIMELINE:

Apply By – April 21st, 2024 11:59 PM

Interviews – April 29th, 2024

Start date – Early to mid-June 2024, as mutually agreed

VETERANS PREFERENCE POINTS:

The SWCD gives veterans preference points to eligible applicants during application screening. Please include a copy of your DD214 and other required documents if you are applying for Veteran's preference points.

DATA PRIVACY:

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested in the application process. Name, home address, telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won't be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law. North St. Louis Soil & Water Conservation District is an equal opportunity and veteran friendly employer. In compliance with the Americans with Disabilities Act, the SWCD may provide reasonable accommodations to qualified individuals with disabilities during the application and selection process and upon employment.

You are not legally required to provide any of the private data listed above. SWCD employees and board supervisors involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule, or court order.