

## **Camp Director, Green Mountain Conservation Camp Temporary Seasonal Position with the VT Fish and Wildlife Department**

The Camp Director is responsible for working as a team with the Junior Counselor Director to administer the Green Mountain Conservation Camp Program under the supervision of the Camp Coordinator. The Director will split their time performing administrative necessities, ensuring the buildings and grounds are in good repair, observing and participating in class activities, and maintaining an effective public relations program. The Camp Director will be responsible for the day-to-day tasks, administrative responsibilities, management, and supervision involved in running a residential summer camp. They will also assume all duties of the Junior Counselor Director on their days off. The Camp Director is also involved in teaching courses such as first aid education, hunter firearm safety, fishing, forestry, ecology, fish and wildlife management, and outdoor recreation. The Director is responsible for mentoring campers and other staff members in educational, social, professional, and personal matters and assuring that the camp goals, objectives, and the Vermont State Fish & Wildlife Department's mission are met. Please note: this is a residential position at either the Edward F. Kehoe Camp in Castleton, VT or the Buck Lake Camp in Woodbury, VT.

### **Major Responsibilities:**

1. Oversee the camp operation in its entirety.
2. Supervise camp staff (7 Natural Resource Instructors).
3. Hold staff to high standards regarding facilities maintenance and cleanliness, class equipment care, and time spent with campers at meal time, swim time, and cabin time.
4. Directly responsible for the health and wellbeing of all campers and staff (80 people/week); ensure that all camp programs meet appropriate health, safety, and legal requirements.
5. Responsible for the development, implementation, and management of the camp programming and scheduling while ensuring that courses are presented effectively.
6. Fill in for Junior Counselor Director on their day off, including delegating work projects and managing Junior Counselors on site.

### **Specific Responsibilities:**

1. Work closely with Junior Counselor Director to oversee daily camp operations.
2. Develop and maintain high morale of camp staff, provide support to staff, and develop and initiate an evaluation process to highlight staff strengths and areas for improvement.
3. Work closely with Department personnel and serve as a liaison between camp staff and department personnel.
4. Provide daily and weekly reports to personnel communicating pertinent information.
5. Submit all donation and sales money, receipts, and bills to the Camp Coordinator on a weekly basis.
6. Communicate important information from the Camp Coordinator to staff in an effective as well as efficient manner.
7. Oversee the quality of food service offered.
8. Oversee the administration of medications and ensure appropriate procedures are followed regarding any medical issues.
9. Ensure that camp activities and responsibilities are carried out including; health and safety supervision, dining hall duties, inventory and organizing class materials, grounds maintenance, and similar tasks.
10. Deal with discipline issues in an appropriate and sensitive manner.
11. Teach courses independently and co-teach all courses with other staff members (teach 2-3 classes a day) as well as act as a mentor for new instructors.
12. Edit and/or create Basic and Advanced Week Schedule
13. Manage the business, administrative, and operational aspects of the camp, including authorization of payments, pre-and post-season maintenance, daily mail runs, ordering necessary supplies, and ensuring paperwork is completed in a timely and correct manor.
14. Make the final decisions during any high-stress situations that may arise at camp.

### **Applicant Criteria**

A college degree, preferably in Natural Resources, Wildlife, or Environmental Education or a season as Junior Counselor Director. Should have experience in education, residential camp life, leadership, and supervising staff. Willingness to work and teach adolescents 12 to 16 years old and excellent communication skills are a must. Must have the maturity and ability to handle sensitive and legal issues that may arise. Must have knowledge of safety procedures for children and adults in residential settings. Applicants with camping, fishing, hunting/firearm experience, First Aid and CPR certifications or advanced emergency care certifications (WFA, WFR, OEC, etc.), and a valid driver's license, are preferred.

**Additional Information:** Positions are open until filled. Early applicants are encouraged. Room and Board is included with the position,

**Position Dates:** late May to late August

### **To apply:**

Applications are accepted via: email (*preferred*) or mail.

Send **resume** and **letter of interest** along with a **State of Vermont Temporary Employment Application\***

See attachment for SOV Temporary Employment Application

**Send to: Hannah Phelps** (*she, her*)

Email: [Hannah.Phelps@vermont.gov](mailto:Hannah.Phelps@vermont.gov)

Phone: 802-249-4199

Mail: GMCC Camp Coordinator (Hannah Phelps)  
Vermont Fish & Wildlife Department  
1 National Drive, Dewey Building  
Montpelier, VT 05620

\*Please note that applications will only be considered complete and reviewed when all three forms have been sent together.

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