

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

The Assistant Director is responsible for running the youth leadership development program (the Junior Counselor program) including supervising Junior Counselors (JCs) while they are at camp, creating their schedules, directing work projects, helping with Junior Counselor Orientation and serving as a mentor and role-model. The Assistant Director can assist Camp Director in all areas of responsibility, will assume the Camp Director's duties during his/her absence, and enforces all camp policies. The Assistant Director will work under the Education Manager. The Assistant Director will be responsible for teaching courses at a residential camp such as first aid education, hunter firearm safety, fishing, forestry, ecology, fish and wildlife management, and outdoor recreation. The Assistant Director will also be 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 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. Supervise the Junior Counselor Program (approximately 100 high school volunteers) and provide them with valuable feedback for professional growth through end of the season evaluations.
2. Work closely with the Camp Director to ensure that program goals and objectives of the camp are met, including health and safety policies and regulations.
3. Fill in for Director on their day off including sending "Daily email" to the Education Manager
4. Assistant Director may assist the Director during high stress disciplinary or medical situations, but Junior Counselor program should be their focus.

Specific AD Responsibilities:

1. Serve as a liaison between the Camp Director, Instructors, and Volunteer staff.
2. Hold JCs to high standards regarding facilities maintenance and cleanliness, class equipment care, and time spent with campers at meal time, swim time, and cabin time. If disciplinary action needs to be taken regarding a Junior Counselor, the Education Manager must be informed immediately.
3. Create work project lists for Junior Counselors, as well as assist the Director when assigning work projects to staff during their off blocks.
4. Organize the collection of weekly camp photos, make sure JCs are taking care of the camp cameras, and create the weekly graduation slide show.
5. Provide weekly JC report to be given to the Education Manager
6. Oversee the assembly of the graduation packets given to campers

General Camp Responsibilities:

1. Be able to 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.
2. Assist with camp activities, and other responsibilities including; health and safety supervision, dining hall duties, inventory and organizing class materials, grounds maintenance, and similar tasks.
3. Be 'on call' to the needs and responsibilities of camp, other camp staff, and campers 24 hours a day.
4. Be a positive role model and leader for other camp staff, volunteer staff, and campers.
5. Deal with discipline issues in an appropriate and sensitive manner.
6. Cooperate fully with the Director, Instructors, Volunteers, and all Vermont Agency of Natural Resources Staff.

Applicant Criteria

Minimum of two years of college, preferably in Natural Resources, Wildlife, Environmental Education, or similar field. Experience in education, residential camp life, leadership, and supervising staff are highly desired. Willingness to work with and teach adolescents 12 to 16 years old and excellent communication skills are a must. Knowledge of safety procedures for children and adults in residential settings are highly desired. 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.

Room and Board is included with the position

Position Dates: late May to late August (site dependent)

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***

[Download SOV Temporary Employment Application](#)

Send to:

Email: alison.thomas@vermont.gov

Phone: 802-371-9975

Mail: GMCC Education Manager (Alison Thomas)
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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