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| <b>Position Title</b>  | <i>Nature Camp Counselor Member</i>                    |
| <b>Site Supervisor</b> | <i>Parks Naturalist</i>                                |
| <b>Reports To</b>      | <i>Grant Administrator/AmeriCorps Program Director</i> |

### **Member Position Information**

The mission of the West Lafayette Parks and Recreation Department is to enhance the quality of life in the city by connecting its citizens to the best possible parks, recreational facilities, and programs. Our AmeriCorps program aims to further develop and conserve our public greenspaces through service experience. The department is seeking AmeriCorps members interested in park conservation efforts as a Nature Camp Counselor. Under direct supervision of the Parks Naturalist, in conjunction with the Grant Administrator, the Nature Camp Counselor Member position is responsible for leading and implementing programs and experiences for children attending the nature-based, learning camp. Members are responsible for the general safety, development, growth, and skill achievement of the participants in their group. This position leads, teaches, and conducts a diversified recreation program including organized lessons, hikes, games, and arts and craft projects. This is an excellent opportunity for someone interested in growing skills in leadership, conservation, childcare, and the outdoors. Members can access free training, hands-on skill development, and experience working for a municipality.

### **Expectations**

- Assists and supports staff in planning and preparing for camp activities and programs.
- Leads lessons and activities centered around a given theme each week using plans prepared by the Lead Counselor and Naturalist.
- Leads hikes and exploratory sessions with campers.
- Participates in special camp and program events.
- Tracks camper dietary restrictions and allergies. Ensures proper snacks/meals are distributed to each camper.
- Identifies and responds to camper behavior issues.
- Ensures that the site is kept clean, organized, and free of litter.

- Communicates with parents about participant's experiences and reports concerns to Camp Leadership.
- Assists in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Maintains sensitivity regarding ethics, gender, cultural diversities, and disabilities.
- Knows, enforces, and follows all safety guidelines associated with the camp and all program areas including, but not limited to, being responsible for campers' safety and whereabouts at all times.
- Maintains constant surveillance of the pool area/body of water, if applicable.
- Knows/reviews all emergency procedures and responds to emergency situations immediately.
- Members must commit to participating in all team activities, including service days and training.
- Participates effectively as a member of a team, despite potentially stressful and difficult conditions. This may require problem solving on an interpersonal or group level as well as a willingness to accept differences.
- Appropriately represents the Parks Department, City, and AmeriCorps to the public, park partners and patrons always.
- Supports Parks & Recreation department staff during community events.
- Participates in creating an equitable, safe, and welcoming space for all members.
- Operates City vehicles and other power equipment (e.g., trucks, gator, weed trimmer, and leaf blowers).
- Willingness and ability to complete all aspects of the program including conservation projects, education, training, and service projects which may include but are not limited to planting, installing native plants, and removing invasive plant species.

## Qualifications

- Experience with youth, teaching, or environmental education preferred.
- Possess a valid driver's license with a safe driving record.
- Possess CPR and First Aid certification or ability to obtain certification upon hire.
- Ability to effectively lead activities and lessons which push campers towards achieving a set objective.
- Ability to communicate both orally and in writing with co-workers, parents, and children.
- Work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Have strong organizational and communication skills.
- Ability to learn necessary skills and apply them to effectively carry out the service requirements.
- Ability to communicate effectively, as well as possess and/or have a willingness to improve basic conflict resolution skills.
- Have strong time-management skills and ability to serve independently and/or as a team.
- Be at least 18 years of age.

- Be a U.S. citizen, U.S. National, or legal permanent resident alien of the United States.
- Have a high school diploma, its equivalent, or obtain before the end of service term.
- Be able to pass federal, state, and National Sex Offender background checks.
- Provide proof of vaccination for COVID-19 or a religious exemption or a written medical exemption from a doctor or medical professional.
- Be driven to embrace learning opportunities, face challenges, and build community.
- Able to be dedicated to projects, stay positive, and be flexible with changing schedules and weather conditions.
- Love of the outdoors is encouraged.

### **Term Schedule**

This Park Conservation Crew Nature Camp Counselor service term is a minimum of 450 hours between May 13th, 2024 – August 6th, 2024. The schedule will be Monday through Friday, 8:00 am - 4:30 pm with some weekends and evenings required.

**Benefits:** Living Allowance up to \$6,084.66. Upon successful completion of term (450 hours minimum), you will be eligible for an AmeriCorps Segal Education Award up to \$1,824.07 (Amount dependent upon length of term and completion of term).

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.

For questions, please contact Rachel Bingaman, Grant Administrator/AmeriCorps Program Director at [rbingaman@westlafayette.in.gov](mailto:rbingaman@westlafayette.in.gov), or (765) 775-5114.

### **Service Conditions**

AmeriCorps members will spend most of the time outdoors in the community. Exposure to all weather conditions and dust is possible. Crew members will need to maintain a positive attitude in adverse service conditions, in which members may be expected to serve outside during hot, cold, or wet weather conditions. The AmeriCorps program will provide AmeriCorps Service Gear, PPE, first aid equipment, and a standard complement of tools to meet the needs of most projects. While assisting in administering emergency first aid, incumbent may be exposed to communicable diseases, for which universal health/safety precautions must always be followed to avoid contamination of self and others.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position.

Member must be comfortable driving a City vehicle. This is a physically demanding position. Ability to lift fifty (50) pounds and bend, stand, and crouch throughout the day.

While performing the duties of this position, the member is regularly required to talk and listen. The incumbent may be required to climb, stoop, throw, kneel, crawl, and walk. Members will serve in all types of environments including steep and wooded terrain.

Reasonable accommodations for the selection process and during service are available upon request, please contact Rachel Bingaman, Grant Administrator/AmeriCorps Program Director at [rbingaman@westlafayette.in.gov](mailto:rbingaman@westlafayette.in.gov), or (765) 775-5114.

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