



Job Announcement

Day Camp Director & Watershed Educator

Full Time Position (40hrs./wk)

Salary Range: \$45,000 -\$55,000

Position begins in Spring 2021

The Watershed Institute is seeking an experienced Camp Director for our Watershed Nature Camp. This Day Camp is part of an award-winning environmental education program. It is located on the 950-acre Watershed Reserve in Hopewell Township, New Jersey.

Position Summary: The day Camp Director is responsible for all aspects of running a licensed day camp. This includes hiring, training, and supervising a seasonal staff of 20. The Camp Director ensures that camp operations are in compliance with all applicable NJ Youth Camp Safety Standards, and any other safety standards regarding COVID-19. In addition to running the summer camp, the Camp Director assists in the development and teaching of programs for schools and the general public during the school year.

Specific Responsibilities:

- Supervises camp programming
- Keeps detailed, organized records of all aspects of camp, including budget
- Assists Education Manager with camp database management
- Handles camper behavior issues as needed and communicates with camp parents
- Remains on site during overnight programs, once per week during an 8-week season from late June mid-August.

Qualifications:

- Must be at least 21 years of age
- As per NJ Youth Camp Safety Act, must have at least two seasons of administrative experience in an organized certified camp and nine months of verified experience in a youth program OR one season of administrative experience in an organized certified camp AND at least one year teaching experience with a teacher certification
- Experience supervising others
- Adult and Pediatric First Aid/CPR/AED certification **required** by June 28, 2021 (we can provide training). Lifeguard certification or other safety certifications are desirable.
- Ability to stand and walk for long periods of time on uneven or rough terrain; ability to lift and carry up to 35 pounds
- Strategic thinker with demonstrated experience in managing projects with changing priorities and tight deadlines
- Proficient with Microsoft Office and Google Suite. Knowledge of CampDoc and Doubleknot computer databases is desirable.
- Ability and enthusiasm for working outdoors in all weather conditions
- Passion for teaching and sharing nature with others. Degree or college coursework in ecology, education, environmental studies, or related field is desirable
- Demonstrated abilities in communication, collaboration, and cooperation

Benefits include paid holidays, vacation, sick, and personal time, health, dental, and life insurance, and 403b retirement savings opportunities. Working hours vary depending on the time of year, some evening and weekend hours are required with this position. Dormitory housing on the Watershed's property may also be available (interested applicants should ask for additional details).

To Apply: submit your resume and cover letter and two letters of recommendation to: The Watershed Institute at jobs@thewatershed.org. Please reference job code NCD 4150 in your email.

The Watershed Institute is an equal opportunity employer.