

**YWCA Northern New Jersey  
Job Description**

**Job Title:** Camp Program Specialist – STEM  
**Supervisor’s Title:** Camp Director  
**Department:** Youth Services

**To Be Completed by Human Resources**

**Job Code:** Seasonal  
**Grade:**  
**FLSA Status:** Non-exempt

**Job Summary**

To further the mission of the camp through the development and delivery of STEM activities that are safe, fun, and appropriate to the campers’ age and abilities. Assist in the management of the STEM cabin, related equipment and supplies.

**Key Responsibilities**

*This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.*

1. Develop and deliver a science, technology, and environmental program that is appropriate for the age and ability of the campers and utilizes the camp’s natural environment
  - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers and encompass environmental studies with topics such as geology and soils, plant adaptations, wildlife habitat, basic astronomy, water studies, animal science, and natural history.
  - ♦ Implement a variety of age and ability appropriate activities in the above stated environmental areas.
2. Ensure that camp staff and campers know and follow safety and educational procedures
  - ♦ Assist in the implementation of staff training for nature or environmental studies.
  - ♦ Train other staff in their responsibilities in their nature or environmental studies.
  - ♦ Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the nature or environmental program area
  - ♦ Be responsible for observing hazards or enhancements in the natural environment and alerting other appropriate staff.
  - ♦ Ensure that the nature or environmental equipment and supplies are inventoried and steps are taken to replace them in a timely manner.
  - ♦ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

## Qualifications

**Education/Experience:** College degree is preferred. Experience working with school aged children, preferably in a recreational setting.

**Licensing and/or Certifications:**

- ♦ Documented experience in nature or environmental instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.

**Knowledge:**

- ♦ Training and experience in teaching science, technology and environmental studies to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.
- ♦ Knowledge of natural history, biology, ecology, and related fields.
- ♦ Experience with care and maintenance of natural displays and exhibits.

**Skills and Abilities:**

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

**Physical Requirements:** *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some physical requirements of a nature or environmental position could be endurance including standing, walking or hiking, some bending, stooping, and stretching. Verbal communication to groups of campers in an outdoor setting. Requires eye-hand coordination and manual dexterity to set up equipment and assist campers.*

♦  
**Travel - (Camp Program Specialists may be asked to be a bus substitute at one of our bus stop locations. (Hackensack, Dumont, Oradell, Harrington Park, Mahwah, or Ridgewood)**

## Additional Comments (If applicable)

*Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.*

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*Sign and Date:* / /2022