

Summer Camp Coordinator (Permanent full-time)

The Aldo Leopold Nature Center is seeking an energetic, experienced, and organized individual to coordinate and expand its successful summer camp program. ALNC is a private, not-for-profit organization dedicated to delivering hands-on, outdoor environmental education in the spirit of Aldo Leopold to school, youth groups, summer campers, adult groups and the public. Aldo Leopold Nature Center offers programs that serve over 50,000 individuals annually.

Responsibilities:

This is a combined teaching and coordination position and will be responsible for the successful coordination of summer camp operations (40%) and teach hands-on, inquiry based environmental education programming coordination (50%, primarily during the school year). This position will also coordinate vacation day programs during the school year (on dates that local school districts are off of school, such as winter break/spring break and various other dates throughout the school year.) (10%)

Specific duties & responsibilities include:

- **Program Coordination:** Processing summer camp & vacation day registrations & responding to inquiries; coordinating program logistics with participants and staff; following up with participants; preparing written communications for families; serving as primary public contact (by phone, internet and in person) for summer camp & vacation day programs; tracking and recording payments; processing cancellation requests and refunds, maintaining databases, camp capacities and waitlists; coordination of participant medical forms & special needs; creating and distributing program rosters; understanding & ensuring adherence to childcare licensing protocols & requirements; maintaining & reviewing medical log and risk management; working with participants and staff to respond to educational needs; creating and maintaining relationships with participants & families; ensuring that programs are scheduled to maximize staffing efficiency; forecasting & tracking attendance trends and needs; daily registration and coordination of all summer camps & vacation day programs. *Will have support from Summer Camp Assistant for some of these duties.*
- **Program Planning & Administration:** During the school year, plan and create summer camp & vacation day program offerings and create systems for smooth operation. Additionally, work with ALNC's other educational professionals to advance ALNC's strategic goals. This position will also plan for naturalist staff summer camp training in collaboration with other education staff members.
- **Supervisory:** Hire, management & supervision of Summer Camp Assistants (2), Summer Education Interns (3) and Junior Naturalist Program (youth volunteers age 12+).
- **Naturalist/Educator:** Teaching to meet staffing needs & program demands; specifically during non-summer months. This position will serve as a key member of our teaching staff and help to mentor seasonal naturalists. Examples and types of program offerings can be viewed on our website www.aldoleopoldnaturecenter.org.

Qualifications & Requirements:

- Minimum of Bachelor's degree in environmental education, education, natural science or related field. Experience in field can supplant the degree requirement.

"Teach the student to see the land, to understand what he sees, and enjoy what he understands." – Aldo Leopold

- Experience working with school age (and/or preschool age) children in formal and/or non-formal education settings.
- Experience developing, coordinating, and teaching outdoor environmental education programs.
- Supervisory experience preferred.
- Experience with database software or ability to become proficient.
- Proficiency in Microsoft Office: Word, Excel, PowerPoint and other Windows-based programs. Proficiency using Google calendar, Google Drive and other GSuite programs.
- Respect, concern, and excitement for the natural environment and a demonstrated ability to share that excitement with others.
- Knowledge of regional flora and fauna.
- Superior work ethic, self-starter, strong attention to detail, excellent organization & planning skills.
- Team player with the ability to handle multiple tasks simultaneously; able to shift gears quickly.
- Tact and sensitivity with the public, program participants, staff, and volunteers.
- Excellent phone and email etiquette; thorough follow-up practice.
- Spanish language skills preferred, but not required.
- Standard First Aid and Adult/Child CPR preferred (ALNC will provide this mandatory training annually if not currently certified).

Personal Qualities:

The successful candidate must be able to manage their schedule and work well in a team environment with other staff, volunteers, and interns. Flexibility, positive attitude, initiative, the ability to prioritize responsibilities, problem solve, and a sense of humor are a must.

Compensation & Benefits:

Starting pay is \$28,000-\$30,000/annually and includes medical, dental (60/40 employer/employee split) & life insurance, as well as paid vacation.

Time Commitment:

This is a full-time position, generally Mondays-Friday during business hours. Occasional rotating weekend hours will be required due to programs and events.

To Apply:

Send cover letter, resume and list of 3 references to:

Virginia Wigger
Nature Center Director
Aldo Leopold Nature Center
330 Femrite Drive
Monona, WI 53716

Email applications are encouraged at education@aldoleopoldnaturecenter.org.

Application materials are accepted until March 12, 2018.

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