

SUMMER CAMP 2009

CENTRAL WISCONSIN ENVIRONMENTAL STATION

SENIOR COUNSELOR NATURALIST JOB DESCRIPTION

The Central Wisconsin Environmental Station offers summer camp experiences for youth and families. Traditional camps, adventure trips, day camps, family camps and a Natural Resources careers exploration workshop are all part of the summer camp experience. If you are looking to build your resume with a challenging and rewarding experience that will leave you with memories that last a lifetime, apply today!

General Description:

Summer staff are the primary care providers and mentors for our summer campers. Staff are responsible for providing individualized care and attention for campers and for providing programming in outdoor skills, arts and crafts, outdoor recreation, etc. Training will be provided in all areas of programming.

Counselors live in cabins or lodges with 7-8 campers Sunday night until after lunch on Friday. Counselors rotate into the position of swing counselor at least one time during the summer for a week, which requires daily teaching and campfire responsibilities, although they do not stay with the campers at night. Counselors will be required to stay on-site from Sunday at 1:00 pm to Friday at 5:00 pm. All counselors will be given an average of 3 hours off each day except in the event of an all day, off site trip. During this off time the counselors will be able to leave the site to run errands, wash laundry on site, kayak, swim, hike, etc. All counselors will be required to be at each evening program/campfire.

Qualifications:

- One year of summer camp experience at the Central Wisconsin Environmental Station
- Desire, commitment, and ability to work with people of all ages, backgrounds and abilities
- Training or experience in recreational activities, environmental education, camping, canoeing, arts and crafts, and campfires is desired
- Lifeguard certification or interest in obtaining (CWES will cover half of the cost of certification or re-certification. This will be rebated at end of summer)
- First Aid and CPR certification or willing to obtain
- Employees must be at least 18 years of age or older
- Employees must successfully pass a background check
- Ability to participate in activities such as hiking, backpacking, paddling, etc.

Duties of Summer Staff:

- Counselor Role/Naturalist:
 - Set a positive image of camp and be a positive role model for other counselors and campers
 - Mentor 1st year counselors in daily routines, camper management, campfires, waterfront procedures and time management
 - Lead various activities during the two-week staff training
 - Nurture each camper's development of social skills and self-esteem
 - Make campers aware of camp rules and policies and enforce appropriate safety regulations and emergency procedures
 - Observe camper behavior, assess its appropriateness and apply appropriate behavior management techniques as trained or seek guidance from Summer Camp Director if unsure of correct behavior management
 - Know the location of each camper in your group at all times
 - Assist food service with evening meal distribution and clean-up when not assigned to a cabin/campers (swing counselor)
 - Assist Summer Camp Director as needed

- **Daily Responsibilities:**
 - Assist with check-ins and check-outs of campers, camp set-up and clean-up
 - Assist in the daily training of 1st year counselors in all areas of camp
 - Arise with campers and make sure they are ready for the day. Eat all meals with your campers, actively participate in campfire and skit activities, and enforce lights out
 - Attend morning staff meeting if scheduled
 - Deliver fun and educational programs such as outdoor skills, team building, ecology, art, and fishing based on Summer Camp Director scheduling
 - Properly care for program equipment
 - Make sure all pranks are pre-approved by the Summer Camp Director

- **CWES Team:**
 - Work cooperatively with summer program staff members and permanent staff to help build a cohesive team and to ensure all campers' needs are met.
 - Abide by CWES Code of Conduct, Employment Agreement, and UWSP/CWES rules outlined in staff manual
 - Work in other departments on site when needed if weekly camper numbers are small, including maintenance and food service
 - Maintain a positive and respectful attitude towards staff and campers
 - Take photos of campers and summer camp activities to be used in weekly DVD production
 - Other duties as assigned

Compensation:

- 11 weeks @ \$240/week for returning staff with lifeguard certification
- 11 weeks of meals and lodging
- 2 week paid staff training to start the summer

Employment Dates:

- June 1st - August 14th, 2009
- Mandatory staff training: June 1st – June 12th
- Weekly schedule: Sunday 1:00 pm - Friday 5:00 pm

Employment Contact:

Program Manager: Tom Quinn
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The Central Wisconsin Environmental Station is a field station supported by the University of Wisconsin-Stevens Point College of Natural Resources and the UW-SP Foundation, Inc. The Station is operated year round by permanent staff and university students as a center for environmental education for people of all ages. The Central Wisconsin Environmental Station is an equal opportunity employer.

Application Deadline: No deadline, we will interview candidates as applications arrive and hire staff based on applications, interviews, and references.

