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Job Title	Camp Directors
Agency	Vermont Department of Fish and Wildlife
web address	www.vtfishandwildlife.com/camps.cfm
Closing Date	03/30/2012
Job Description	<p>Camp Director, Green Mountain Conservation Camp Temporary Seasonal Position with the VT Fish and Wildlife Department Summary: Are you interested in wildlife conservation, working outdoors, and educating youth? Jump start your career in conservation and gain valuable experiences. We have openings available as Natural Resource Instructors and Camp Directors at our Green Mountain Conservation Camps (GMCC). Our positions provide tremendous opportunities for students and graduates to apply their academics in the field and develop additional outdoor knowledge and teaching skills. Best yet, these internship level positions pay competitively. Why work anywhere else? About the Camp: The Green Mountain Conservation Camps are twin summer camps administered by the Vermont Fish and Wildlife Department with the mission of educating youth about Vermont's natural resources. The camps are located in two sites: the Edward F. Kehoe Camp in Castleton, VT and the Buck Lake Camp in Woodbury, VT. Annually around 1,000 kids between the ages of 12-16 come spend a week with us. The camps run for nine weeks in the summer and there are separate weeks for boys and girls. Seasonally 18 residential summer staff (directors and instructors/counselors) operates the summer program. In addition, close to 75 youth serve as Junior Counselors, a youth development leadership program for highly motivated past camp graduates. The camps give youth life skills and knowledge so they can continue the state's traditional rural pursuits-enjoying all aspects of the outdoor world. The program's greatest strength is connecting young people to the outdoors. Job Description: The Camp Director is responsible for administering the Conservation Camp Program; under the supervision of the Education Coordinator and Camp Coordinator. The Director will split his/her time performing administrative necessities, ensuring the buildings and grounds are in good repair, observing and participating in class activities, and maintaining an effective public relations program. The Camp Director will be responsible for the day-to-day tasks, administrative responsibilities, management, and supervision involved in running a residential summer camp. The Camp Director is also involved in teaching courses such as first aid education, hunter firearm safety, fishing, forestry, ecology, fish and wildlife management, and outdoor recreation. The Director is responsible for mentoring campers and other staff members in educational, social, professional, and personal matters and assuring that the camp goals,</p>

objectives, and the Vermont State Fish and Wildlife Department's mission are met. Please note: this is a residential position at either the Edward F. Kehoe Camp in Castleton, VT or the Buck Lake Camp in Woodbury, VT. Major Responsibilities: 1. Oversee the camp operation in its entirety. 2. Supervise camp staff (Assistant Director, 7 Natural Resource Instructors, and a weekly changing staff of Volunteers). 3. Directly responsible for the health and well being of all campers and staff (80 people/week); ensure that all camp programs meet appropriate health, safety, and legal requirements. 4. Responsible for the development, implementation, and management of the camp programming and scheduling while ensuring that courses are presented effectively. Specific Responsibilities: 1. Develop and maintain high morale of camp staff, provide support to staff, and develop and initiate an evaluation process to highlight staff strengths and areas for improvement. 2. Work closely with Department personnel and serve as a liaison between camp staff and department personnel. 3. Provide daily and weekly reports and communicate to personnel about pertinent information. 4. Oversee the quality of food service offered. 5. Oversee the administration of medications and ensure appropriate procedures are followed in regard to any medical issues. 6. Ensure that camp activities and responsibilities are carried out including; health and safety supervision, dining hall duties, inventory and organizing class materials, grounds maintenance, and similar tasks. 7. Deal with discipline issues in an appropriate and sensitive manner. 8. Teach courses independently and co-teach all courses with other staff members (teach 10-15 classes weekly) as well as act as a mentor for new instructors. 9. Manage the business, administrative, and operational aspects of the camp, including authorization of payments, pre and post season maintenance, ordering necessary supplies, and ensuring paperwork is completed in a timely and correct manor. 10. Submit all donation and sales money, receipts, and bills to the Camp Coordinator on a weekly basis.

Applicant Criteria: A college degree, preferably in Natural Resources, Wildlife, or Environmental Education or a season as Assistant Director. Should have experience in education, residential camp life, leadership, and supervising staff. Willingness to work and teach adolescents 12 to 16 years old and excellent communication skills are a must. Must have maturity and the ability to handle sensitive and legal issues that may arise. Must have knowledge of safety procedures for children and adults in residential settings. Applicants with camping, fishing, hunting/firearm experience, First Aid and CPR certifications or advanced emergency care certifications (WFA, WFR, OEC, etc.), and a valid driver's license, are preferred.

Additional Information: Positions are open until filled. Early applicants are encouraged, as there are a limited number of positions available. Salary: Approx. \$700/week + room and board Position Dates: late May to late August To apply: Applications are accepted via: email (preferred), mail, or fax. Send resume and letter of interest along with a State of Vermont Employment Application (http://humanresources.vermont.gov/sites/dhr/files/pdf/recruitment_classification/DHR-SOV_Temporary_Application.pdf) to: Amber van Zuilen, Camp Coordinator Email: Amber.vanZuilen@state.vt.us Phone: 802-654-8977 Fax: 802-338-4890 Mail: Amber van Zuilen, Vermont Dept. Fish & Wildlife 103 So. Main Street, Bldg 10 So. (VSAC) Waterbury, VT 05671 Equal Opportunity Employer/Affirmative Action

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