



This full-time, year-round position is responsible for leading Yampatika's Summer Day Camp, Blues Break camp and family programs. In addition, this person will support Adult and School-based programs on an as needed basis. This position reports to the Executive Director.

The ideal candidate will have a background in environmental education, summer day and overnight camp experience. S/he will have the capacity to represent Yampatika professionally in the community, and at statewide and national events and conferences. S/he should be organized, flexible, creative and a self-starter.

## General Job Description

The Camp and Family Program Manager will lead all aspects of Yampatika's Summer Day Camp program. This includes hiring staff, designing the overall program structure including themes for each week. They work as a team with the Summer Camp Naturalists to facilitate summer camp programming. Summer camp programs typically work with five-year-old up to 12-year-old depending on the year. In addition, s/he will lead Yampatika's annual "Blues Break" Camp.

In addition, this person will work with Yampatika staff to lead our Family programs. This includes Yampatika's Spring and Fall Festivals and seasonal programs for families. This may include family snowshoe programs at Legacy Ranch and Family hiking programs. The Manager will have the flexibility to tweak programs, create new programs, and do outreach in local communities for partnership opportunities.

Lastly, this person will support Adult Programs and School-based programs on an as-needed basis as time allows.

## Primary Duties and Responsibilities

### Camping Programs

- Plan overall camp themes and descriptions
- Plan & prepare lessons & activities based on curriculum and resources provided.
- Handle on-site supervision, decision making, & communications to the Executive Director and parents.
- Ensures policies and procedures are met during daily operations.
- Provide engaging, positive, and age-appropriate educational experiences to campers by leading activities, experiments, explorations, field trips, arts & crafts, songs, and games.
- Maintain friendly, professional, and engaging presence with both children and adults through proper uniform and interaction in the field and on-site.
- Ensure that the safety and well-being of campers is always a priority; manage students' safety in outdoor settings using sound supervision, judgment and decision making; administer and document first aid as needed.
- Work cooperatively with clear and timely communication with other staff and supervisors.
- Work with other Camp Naturalists to submit prepared lessons, activities, and supply lists.
- Assist in the maintenance of supplies, safety, and cleanliness of Yampatika's Environmental Learning Center at Legacy Ranch and communicate all repair/maintenance needs of the Ranch to the Executive Director ASAP.
- Cultivate an inclusive community that honors backgrounds, needs, and identities.

### Family Programs

- Leads family-focused program development at Legacy Ranch including the Spring and Fall Festivals.
- Works with the Director of Adult Programs, program committee and other volunteers to implement programs.
- Works with community partners to increase access to underserved groups in NW Colorado.
- Develop new family program opportunities.

### Community Special Events

- Coordinates Yampatika's participation in other community events where appropriate. This may include the Friends of the Yampa Water Festival and Water Clean-up Days, Walden Moose Festival, etc.
- Works with Yampatika Naturalists to ensure staff coverage for these events.

### Other Duties

- Facilitate school programs as needed.
- Facilitate adult programs as needed.
- Miscellaneous duties as assigned.

### Required Skills and Qualifications

- Two years prior experience working with and teaching school-age youth.
- Two years prior experience working in a camp setting.
- Undergraduate degree and background and/or experience in the field of environmental education, outdoor education, interpretation, natural sciences or related field.
- Passion for Yampatika's mission & desire to increase knowledge of Rocky Mountain ecology.
- Must be dependable, responsible, organized and adaptable team player willing to accept new tasks and feedback.
- Excellent communication skills, both written and verbal.
- Be 21 years or older and successfully pass a background check.
- Current driver's license and safe driving record for the past 3 years.
- Current First Aid & CPR certifications or ability to attain prior to employment.
- Be prepared to work in an outdoor setting in all weather conditions, rain or shine.
- Ability to lift 40 lbs., and hike up to 5 miles on varied terrain, carrying a day pack.
- Some evenings and weekend work required

### Preferred Skills & Qualifications

- Willingness to use a personal vehicle to travel to programs on occasion.
- Wilderness First Aid or Wilderness First Responder certification
- Leadership experience in a summer camp
- Spanish/English bilingual is a plus.

### How to Apply:

- Applications Due: September 3, 2021 (accepted on a rolling basis)
- Email cover letter, resume and three references to:  
Joe Haines, Executive Director, [joe@yampatika.org](mailto:joe@yampatika.org)

NO PHONE CALLS PLEASE.

Yampatika is a not-for profit organization whose mission is to inspire environmental stewardship through education. Yampatika is an equal opportunity employer and a permittee of the Medicine Bow-Routt National Forests. Information about Yampatika is available at [www.yampatika.org](http://www.yampatika.org)