

Heartland Forest Nature Experience Job Description
Discovery Program & Camp Group Leader

Reports To: Lisa Staton, Forest Discovery Program Director **Hours:** 35 hours/week
Status: Contract (12 to 16 weeks) **Pay Rate:** \$16/hour

Summary:

Works with Forest Discovery team in organizing, planning and administering school trips, community bookings and Summer Adventure Camp at Heartland Forest Nature Experience. Provides a warm and friendly environment by greeting and engaging with students/campers throughout the scheduled activities. Relates professionally and with respect to children, youth, parents, caregivers and the staff teams. Heartland Forest Summer Adventure Camp runs outdoors rain or shine in a forested area promoting outdoor experiential environmental education and physical fitness.

Responsibilities – Forest Discovery:

- Plan and prepare Learning Station curriculum for school and community bookings
- Lead Learning Stations with enthusiasm
- Support the successful execution of Forest Discovery Bookings

Responsibilities – Day Camp:

- Plan and prepare Day Camp activities and themes that are diverse from week to week
- Create and implement activity plans for transitional periods and rainy days
- Supervise up to 13 campers during each week of day camp
- Provide direct camper care, prioritizing the physical, social, emotional health-safety and well-being of each individual camper
- Oversee inventory and maintenance of camp supplies (arts, crafts, equipment, etc.)
- Be organized – understand the logistics and keep support staff accountable for details
- Keep Day Camp parents well informed of the program activities
- Distribute parent/caregiver survey for each camper
- Collect Day Camp campership materials (photos, thank you letters) for each week
- Manage camper behaviors using positive behavior management techniques, enforcing appropriate safety policies, emergency procedures, and camp rules
- Support modifications and supports for special needs campers under the direction of the Inclusion Counsellors
- Participate in all activities with the campers in an energetic and enthusiastic manner
- Responsible for managing crisis situations related to behavior and health as needed
- Perform other related duties as assigned by Camp Director
- Participate in staff training prior to camp as well as weekly staff meetings either before or after camp hours as determined by Camp Director
- Assist with program evaluation
- Some physical labor involved (moving firewood, chairs, tables and light landscaping)

Competencies:

- Ability to plan and organize; Ability to work effectively within a diverse team environment
- Familiar with circle games, icebreakers designed for children
- First Aid and CPR certificates
- Clear vulnerable sector screening, Valid Ontario G License and access to a vehicle required

Education and/or Experience:

To perform this job successfully, an individual will have experience in outdoor educational children's programming or is currently enrolled in a complimentary post-secondary diploma or certificate program. Successful candidates will be energetic, enthusiastic, caring, with a love of the outdoors.