

**Leslie Science & Nature Center  
Position Description**

**Job Title:** Camp Programs Manager

**Reports To:** Camp & Public Programs Director

**Status:** Full-time, non-exempt

**Schedule:** Flexible work schedule, must work Saturdays Sept-June. Some evenings and holidays required.

**Salary:** Salary range: 28,000-34,000; includes medical & dental benefits, retirement contribution after two years, paid holidays, and paid time off.

**Purpose & Summary:** The Camp Programs Manager is responsible for supporting the success, safety, and fun of Unity in Learning camp programs by managing the day-to-day operations of LSNC camp programs and working with other managers to provide site and staff support. This position ensures high quality environmental education programs and staffing throughout LSNC programming with specific focus on the camp programs across the Unity in Learning organization.

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**Essential Functions**

- Under the guidance of the Camp and Public Programs Director, manage all aspects of Unity in Learning camp programs including: Parents' Night Out, Days off Outdoors, Break Camps, and Summer Camps
- Serve as the director of LSNC's summer camp program from May-August. Assist with implementation of camp policy and procedures including crisis and risk management, emergency procedures, and contact information; enforce camp policies and procedures for campers and staff
- Develop and modify program curricula to align with customer needs, LSNC's education program rubric, and the strategic plan.
- Coordinate with community partners around program needs
- Contribute to program marketing efforts
- Manage program evaluation to ensure program delivery consistencies and quality
- Assist in the preparation, implementation and management of camp program budgets, maintaining accurate and detailed financial records; prepare recommendations for future program budgets.
- Serve as a member of the program team meeting, and as a mentor to staff; acting as a resource and support for all team members.
- Support LSNC events as needed, including but not limited to: Animal Haunts, Earth Day, and Mayfly.
- When needed, work irregular working hours, including weekends, evenings, and some holidays to maximize the support for staff and programs
- Handle and teach with select wildlife, as defined by the Wildlife Director, in accordance with LSNC procedures and ethics.
- Provide excellent customer service to families, visitors, and community partners
- Assist with other duties related to the LSNC mission as assigned

**Shared essential functions**

- Work with other managers to provide day to day program support and staff management which may include:
  - Assisting with program set-up, clean-up, customer service, teaching, and handling staff absences
  - Training and mentorship of program staff, volunteers, and interns with emphasis on creating a safe and supportive atmosphere for staff, participants, and wildlife; Participate in hiring committee for staff
  - Coordinating program and staffing schedules and advising on annual staffing needs to ensure adequate staffing for all programs
  - Assist Program Directors with evaluation of programs, ensuring content and delivery meet expectations
  - Approving and correcting time sheets
  - Maintaining program spaces and materials and procuring program supplies within budgetary guidelines
  - Serving as a model for best practices, and offer on-the-spot coaching and guidance as well as contribute to formal performance management systems. Contribute to annual evaluation process for teaching staff

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ADDITIONAL QUALIFICATIONS:** Passion and aptitude for Michigan's natural history. Sound knowledge of pedagogy and developing/implementing appropriate instructional strategies specific to environmental education programming. Excellent organizational skills with attention to detail. Excellent interpersonal, verbal and written communication and active listening skills. Commitment to collaborative work. Ability to work well independently or within a team environment. Ability to work quickly, efficiently and be able to be flexible and adapt on a daily basis. Ability to play a musical instrument(s) and willingness to play with/in front of kids; Willingness to learn and sing songs in a group.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree (preferred) or working towards a degree in Camp Administration, Interpretation, Environmental Education, Environmental Studies, Parks & Recreation, Education, or related field or equivalent teaching experience with nature-based centers or camps. Minimum two years work experience Valid driver's license and access to a personal car. NAI Certified Interpretive Guide is preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as policy and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively and with enthusiasm before diverse groups of people including employees, outside agency representatives, parents and students.

**MATHEMATICAL SKILLS:**

Ability to calculate and evaluate general figures and numbers.

**REASONING ABILITY:**

Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to understand policies and procedures.

**OTHER SKILLS AND ABILITIES:**

Computer literacy on MS-based platform.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time, climb stairs, stoop, kneel, crouch or crawl. The employee is frequently required to walk outside on uneven ground. They are also regularly required to carry up to 50 lbs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee needs to be able to work in an environment exposed to environmental allergens including, but not limited to: dust, mold and pollen. They will frequently be exposed to live birds, insects and other animals. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid and dry/arid conditions. The noise level in the work environment is usually moderate.

I have received, reviewed and fully understand the job description for Program Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_