Position Announcement

Seasonal Nature Camp Instructor

The Kendall County Forest Preserve District is currently accepting applications for Seasonal Nature Camp Instructors to support the District’s summer camps and public program offerings. This is a seasonal part-time position. Nature Camp instructor training begins the last week of May 2016, with summer camps extending through the second week of August 2016.

Hours of employment for this position will vary week-to-week.

Starting salary for the position is $9.00 - $10.50 per hour.

Interested candidates should submit a completed Kendall County Forest Preserve District Application for Employment and resume to:

Emily Dombrowski and April Morris
110 West Madison Street
Yorkville IL 60560
kcforest@co.kendall.il.us
P: 630 553-2292
F: 630 553-4023

Open until filled.

Click here for Application
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Seasonal Nature Camp Instructor

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Environmental Education Coordinator

EFFECTIVE DATE: February 16, 2016

SUMMARY: The Seasonal Nature Camp Instructor leads groups of up to 16 students in nature camps for children aged pre-K through 9th grade, leads interpretive hikes within Kendall County Forest Preserve District (“District”) forest preserves, and facilitates outdoor science and nature discovery activities. This position is a seasonal position, which means the individual’s employment in this position is limited to part-time hours during the summer months of June, July and August of each calendar year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Provides daily care and supervision of nature camp participants (“campers”).
• Provides instruction to campers about local ecology and natural history.
• Prepares program materials and activities including set-up and clean up prior to, and following nature camp programs.
• Maintains a safe and clean environment at all times and enforces all District safety rules and policies.
• Provides instruction and supervision to counselor in training volunteers who assist with conducting nature camp activities.
• Communicates effectively with District staff, volunteers, general public, and campers.
• Supports District policies and processes to address safety issues; reduces risk and liability exposure within summer camps.
• Assists with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep.
• Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
• Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
• There are no supervisory responsibilities assigned to this position.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:
• Associate’s Degree or Bachelor’s Degree in the field of education or environmental sciences, or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education, environmental sciences, or related field.
• Knowledge of education principals and practices.
• Experience with instructing children in an outdoor educational setting preferred.
• Knowledge of office practices, and principles of modern record keeping.

B. LANGUAGE SKILLS:
• Ability to prepare and present District curriculum.
• Ability to write routine reports and correspondence.
• Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
• Good knowledge of the English language, spelling and grammar.
C. MATHEMATICAL SKILLS:
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

D. REASONING ABILITY:
- Ability to employ safe work practices and use sound judgment while leading nature camp.
- Ability to complete projects from beginning to end with minimal supervision.
- Possess positive conservation ethic and respect towards living things and the natural environment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:
- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
- Must be able to attain a Mandated Reporter certificate through the Illinois Department of Children and Family Services.
- Current CPR/First Aid certification.
- Must possess a current and valid driver’s license.
- All other certifications and registrations required for the specific duties performed.

PHYSICAL DEMANDS:
- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 40 pounds.
- Employee must be able to use hands to handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Employee must be able to care for and supervise children ranging in age from pre-K through 9th grade on a daily basis.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:
- Camps will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- Employee will be required to have frequent contact with animals, nature, campers, volunteers and other members of the general public.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District